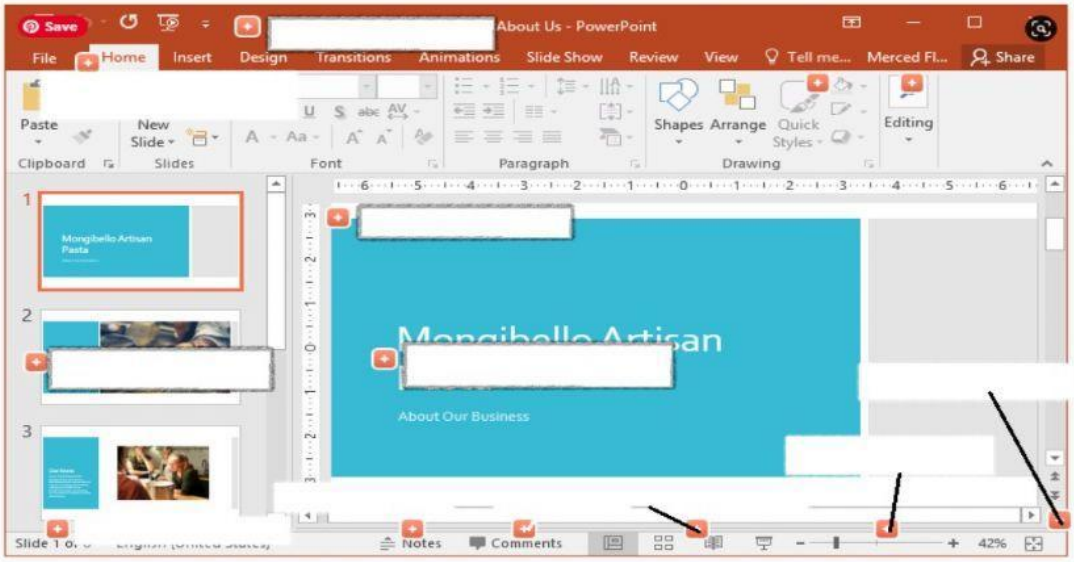
Name _____ Date _____ Grade _____

Parts of the PowerPoint Window

Label the window by dragging and dropping the names from the word bank to the correct part in the diagram. (11 points)

WORD BANK		
Zoom Control	Slide View Options	Vertical and Horizontal Scroll bars
Ribbon	Comments	Ruler
Slide navigation Pane	Slide Pane	Slide Number Indicator
Notes	Quick Access Toolbar	



Below is a statement describing parts of the PowerPoint screen. For each statement click and select the word that best describes each statement. (11 points)

1. _____ Reviewers this on each slide.
2. _____ Here you can view and edit the selected slide.
3. _____ Allows you to view and organize the slides.
4. _____ Shows common commands on this tab.
5. _____ Located on the top and side of the current slide and makes it easy to align work and objects
6. _____ Shows the number of slides in a presentation.
7. _____ Often called speakers notes helps with the delivery of the presentation.
8. _____ Shows the 4 ways you can view your presentation.
9. _____ Allows you to change the size or zoom of the screen
10. _____ Contains all the commands. It is divided into tabs and groups.
11. _____ Moves the screen up, down, left or right.