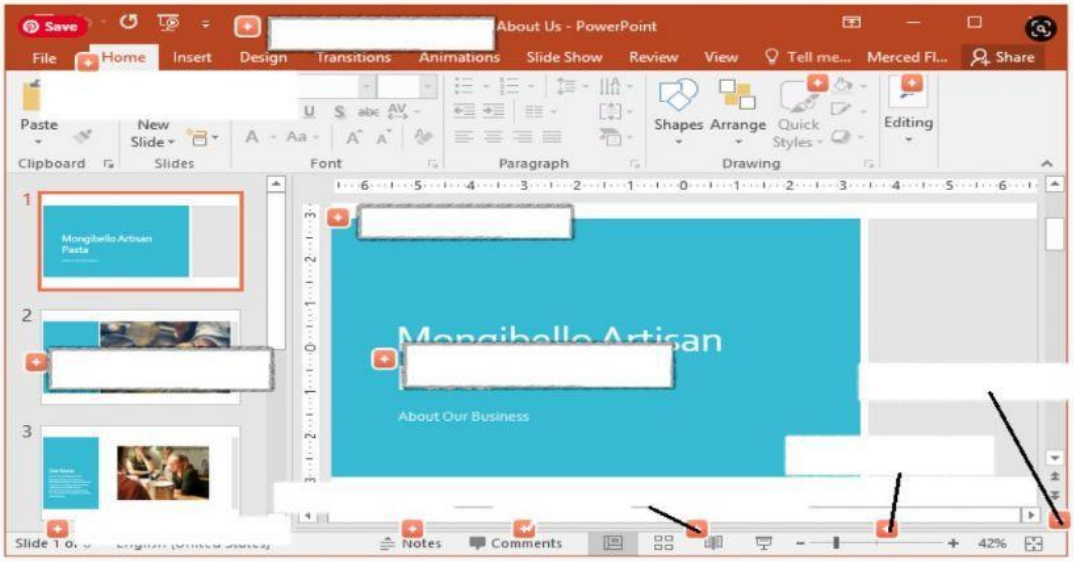
Name _____ Date _____ Grade _____

# 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.