



	Chapter 4 More on PowerPoint	
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Answer the following questions:

1. Which option on Insert tab is used to insert a table in a slide?

2. What do we call the intersection of a row and a column in a table?

3. Which option is used to change the thickness of lines in a table?

Q1. Write steps to insert a table in a presentation.

Q3. Write steps to insert a chart in a presentation.

Q2. What is a chart?

Q4. Name all the components of chart.

Q5. Draw a chart and label all the components of chart.

