ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION
27, BALLYGUNGE CIRCULAR ROAD
Answer: Worksheet – 6
TOPIC: Presentation Software- An Introduction
2nd TERM

Subject: Computer   Class: 4   Date: 21.07.2021

A. Choose the correct answer:

1. Which is a gallery of ready-made graphics in MS PowerPoint?
   a. Slides
   b. Clipboard
   c. Clip Art
   d. Presentation

2. What is a Blank Presentation?
   a. It is complicated and colourful template.
   b. It is difficult to use.
   c. It is a simple and good template to use when you first start to work.
   d. It is the last page of a presentation.

3. What is the extension of a PowerPoint file?
   a. .docx
   b. .pptx
   c. .exe
   d. .pdf

4. Which tab is used to get Open option?
   a. Slide
   b. View
   c. File
   d. Design

5. Where can you get Save button?
   a. Insert
   b. Slide Show
   c. Quick Access Toolbar
   d. Transitions

B. Fill in the blanks:

1. <u>Placeholders</u> are the containers in layouts that hold content such as text, pictures.
   a. Clipboard
   b. Placeholders
   c. Clip Art
   d. Presenter

2. It is necessary to <u>save</u> our work for future use.
   a. save
   b. delete
   c. open
   d. close

3. You can navigate between the slides in PowerPoint window in <u>many</u> ways.
   a. no
   b. many
   c. one
   d. two

4. You can delete a slide using <u>Slides</u> tab.
   a. View
   b. Slide Show
   c. Insert
   d. Slides

5. We can get a gallery of slide layout from <u>Home</u> tab.
   a. Home
   b. File
   c. Animations
   d. Insert

C. Write True or False:

1. Save option does not display any dialog box.   <u>True</u>

2. We cannot insert sounds in a presentation.   <u>False</u>

3. You can use scroll bar to navigate between the slides.   <u>True</u>

4. Thumbnail means very small image.   <u>True</u>

5. It is not possible to delete a slide after creating.   <u>False</u>

D. Match the followings:

1. Ctrl+ M   (i) Open a presentation   (4)

2. Ctrl+ W   (ii) Insert a new slide   (1)

3. Ctrl+ S   (iii) Close a presentation   (2)

4. Ctrl+ O   (iv) Print a presentation   (5)

5. Ctrl+ P   (v) Save a presentation   (3)

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