



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

27, BALLYGUNGE CIRCULAR ROAD



Worksheet – 5

TOPIC: Presentation Software- An Introduction

2nd TERM

Subject: Computer

Class: 4

Date: 14.07.2021

A. Choose the correct answer:

1. What was the initial edition of MS PowerPoint called?
 - a. Presentation
 - b. Preparation
 - c. Presenter
 - d. Presenting

2. Which of the following is a powerful multimedia software?
 - a. MS Word
 - b. MS PowerPoint
 - c. MS Paint
 - d. MS Excel

3. A presentation can have:
 - a. sound
 - b. picture
 - c. text
 - d. all of them

4. Which part is divided into different sections called Groups?
 - a. Title bar
 - b. Ruler
 - c. Slides tab
 - d. Ribbon

5. What is the purpose of presentation?
 - a. to misguide a person
 - b. to play a game with friend
 - c. to surf Internet
 - d. to make the person understand in an effective manner what one wishes to convey

B. Fill in the blanks:

1. _____ shows name of the current presentation.
 - a. View buttons
 - b. Title bar
 - c. Placeholder
 - d. Status bar

2. MS PowerPoint is a part of _____.
 - a. Adobe
 - b. Visual Basic
 - c. Microsoft Office
 - d. Paint

3. When all slides are integrated together and shown in a particular order, it is called _____.
 - a. Slide show
 - b. Video
 - c. Diagram
 - d. MS Office

4. _____ is a Presentation Graphics Software.
 - a. MS Word
 - b. MS Paint
 - c. MS PowerPoint
 - d. Calculator

5. All the work in MS PowerPoint is done on _____.
 - a. pages
 - b. slides
 - c. title bar
 - d. pictures

C. Write True or False:

1. We cannot add sound to a presentation. _____

2. It is not possible to explain new idea with the help of presentation. _____

3. Title bar is a vertical bar. _____

4. Ribbon is the bottom most horizontal bar. _____

5. MS PowerPoint is used to present ideas and views effectively through audio-visual aids. _____

D. Match the followings:

- | | |
|-------------------------|---|
| 1. Rulers | (i) displays the text in the presentation |
| 2. Title bar | (ii) displays the slide number |
| 3. Status bar | (iii) provides frequently used commands |
| 4. Outline tab | (iv) shows name of the presentation |
| 5. Quick Access Toolbar | (v) measure width and height of the slide |