



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION

27, BALLYGUNGE CIRCULAR ROAD



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. _____ 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 _____ our work for future use.
 - a. save
 - b. delete
 - c. open
 - d. close

3. You can navigate between the slides in PowerPoint window in _____ ways.
 - a. no
 - b. many
 - c. one
 - d. two

4. You can delete a slide using _____ tab.
 - a. View
 - b. Slide Show
 - c. Insert
 - d. Slides

5. We can get a gallery of slide layout from _____ tab.
 - a. Home
 - b. File
 - c. Animations
 - d. Insert

C. Write True or False:

1. Save option does not display any dialog box. _____

2. We cannot insert sounds in a presentation. _____

3. You can use scroll bar to navigate between the slides. _____

4. Thumbnail means very small image. _____

5. It is not possible to delete a slide after creating. _____

D. Match the followings:

- | | |
|------------|----------------------------|
| 1. Ctrl+ M | (i) Open a presentation |
| 2. Ctrl+ W | (ii) Insert a new slide |
| 3. Ctrl+ S | (iii) Close a presentation |
| 4. Ctrl+ O | (iv) Print a presentation |
| 5. Ctrl+ P | (v) Save a presentation |