ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION
27, BALLYGUNGE CIRCULAR ROAD
Worksheet – 7
TOPIC: Presentation Software- An Introduction
2nd TERM

Subject: Computer   Class: 4   Date: 28.07.2021

A. Fill in the blanks:

1. The _____ is a sequential display of slides in the full screen mode.
   a. Gallery
   b. Slide Show
   c. Background
   d. Presentation

2. You can exit MS PowerPoint by clicking on the _____ button.
   a. Minimize
   b. Restore
   c. Help
   d. Close

3. The file in MS PowerPoint is saved with the _____ extension.
   a. .pptx
   b. .doc
   c. .txt
   d. .c

4. You can get Picture option from _____ tab.
   a. File
   b. Home
   c. Insert
   d. Design

5. When you save a presentation for the first time, the _____ dialog box appears.
   a. Save as
   b. Open
   c. Close
   d. Insert

B. Choose the correct answer:

1. Which key is used to run the Slide Show from the beginning?
   a. F2
   b. F3
   c. F4
   d. F5

2. Which bar does show name of the current presentation?
   a. Menu bar
   b. Title bar
   c. Status bar
   d. View bar

3. Which part is used to type speaker notes for each slide?
   a. Placeholders
   b. Slide Show
   c. Notes pane
   d. Ribbon

4. Which application software is used to make presentation?
   a. MS Paint
   b. MS PowerPoint
   c. MS Word
   d. MS Excel

5. Which tab has the Exit option?
   a. File
   b. Home
   c. Insert
   d. Design

C. Write True or False:

1. You cannot insert a new slide using the keyboard. _____
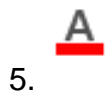
2. The initial edition of MS PowerPoint was called Presentation. _____

3. If you have not saved your work before exiting, it prompts you to save. _____

4. Open dialog box will appear after clicking on Open option. _____

5. You can exit MS PowerPoint by pressing Alt+F4. _____

D. Match the followings:

1.   (i) Paste

2.   (ii) New Slide

3.   (iii) Pictures

4.   (iv) Font Color

5.   (v) Save

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