ST. LAWRENCE HIGH SCHOOL
A JESUIT CHRISTIAN MINORITY INSTITUTION
27, BALLYGUNGE CIRCULAR ROAD
Answer: 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 has:
   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. <u>Title bar</u> shows name of the current presentation.
   a. View buttons
   b. Title bar
   c. Placeholder
   d. Status bar

2. MS PowerPoint is a part of <u>Microsoft Office</u>.
   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
   <u>slide show</u>.
   a. Slide show
   b. Video
   c. Diagram
   d. MS Office

4. <u>MS PowerPoint</u> 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 <u>slides</u>.
   a. pages
   b. slides
   c. title bar
   d. pictures

C. Write True or False:

1. We cannot add sound to a presentation. <u>False</u>

2. It is not possible to explain new idea with the help of presentation. <u>False</u>

3. Title bar is a vertical bar. <u>False</u>

4. Ribbon is the bottom most horizontal bar. <u>False</u>

5. MS PowerPoint is used to present ideas and views effectively through audio-visual
   aids. <u>True</u>

D. Match the followings:

1. Rulers   (i) displays the text in the presentation   (4)

2. Title bar   (ii) displays the slide number   (3)

3. Status bar   (iii) provides frequently used commands (5)

4. Outline tab   (iv) shows name of the presentation   (2)

5. Quick Access Toolbar   (v) measure width and height of the slide (1)

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