

**Class V**

**Subject : Computer**

**A. Tick (✓) the correct option.**

1. A presentation is made up of series of ..... on a given topic.

- a. slides                       b. page                       c. images

2. Image option is present under the ..... menu.

- a. Format                       b. Insert                       c. Tools

3. There are ..... slide layouts available in LibreOffice Impress.

- a. 10                       b. 12                       c. 16

4. The ..... view shows the notes for the speaker.

- a. Handout                       b. Slide sorter                       c. Notes

**B. Fill in the blanks using the words given below.**

**Slide pane, Outline, Five, Title**

1. **Title** is the default layout of a slide.
2. There are **Five** views available in Impress.
3. **Outline** view makes editing of the text easy.
4. **Slide pane** view the slides as the thumbnail.

**C. Write ‘T’ for true and ‘F’ for false.**

1. You cannot insert downloaded images in a slide. (FALSE)
2. In Normal view you can edit the text. (TRUE)
3. You can write notes in the Handout view. (FALSE)
4. You can insert an image from the Fontwork Gallery. (FALSE)

## **D. Short answer type questions.**

### **Q1. What is slide layout?**

ANS1. The slide layout is the arrangement of text, images, charts, etc. on a particular slide

### **Q2. Which view allows you to change the Slide Layout?**

ANS2. Normal view is used to change the slide layout.

### **Q3. Name the components of slide.**

ANS3. Title placeholder, Text placeholder and content placeholder

## **E. Long answer type questions.**

### **Q1. Write steps to change the slide background.**

ANS1. **To change slide background, follow these steps:**

Step 1: Right-click on the slide's empty area. Select properties option.

Step 2: Click on Background tab.

Step 3: Choose desired background.

Step 4: Click on OK button.

### **Q2. What do you mean by Handout view?**

ANS2. After every presentation the tradition is to distribute printed document related to the topic. This is called a handout. This view allows us to set the layout of our handout and edit it the way we want it for print.

### **Q3. Write steps to insert an image in your slide.**

ANS3. **To insert an image, follow these steps:**

Step 1: Click on Gallery icon from the Sidebar.

Step 2: Choose a category from the right pane.

Step 3: Right-click on the desired image and choose Insert option.

## **Mind Boggler**

### **A. Name the placeholders.**

#### **1. To type text**

ANS1. Text placeholder

#### **2. To add title**

ANS2. Title placeholder

#### **3. To add an image**

ANS3. Content placeholder

### **B. Identify the following icons of content placeholder.**

1.  Insert Table

2.  Insert Image

3.  Insert Video

4.  Insert chart