

ST. ANDREWS SCOTS SR. SEC. SCHOOL

Chapter – 4 Power Point 2016

Class IV

Session-2023-24

Subject: Computers

A. Tick (✓) the correct option.

1. Name of the presentation is displayed on the .....

- a. Title bar  b. Status bar  c. Task bar

2. ....contains multiple tabs, each with several group of commands.

- a. Status bar  b. Slide pane  c. Ribbon

3. displays the slides as thumbnails.

- a. Outline pane  b. Slides pane  c. Work area

4. is the arrangement of text, graphics, images, etc.

- a. Animation  b. Side Layout  c. WordArt

5. ....shows the miniature version of the slides.

- a. Slide View  b. Slide Sorter view  c. Outline view

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

(Slide Show, Title bar, Slide area, Backstage)

1. The first window that opens up in PowerPoint is called **Backstage** view.

2. **Title bar** is located at the top of the PowerPoint window.

3. **Slide show** view is used to deliver your presentation to the audience.

4. **Slide area** displays a large view of the current slide.

C. Match the following.



i. Reading view



ii. Slide Show



iii. Normal view



iv. Slide Sorter view



v. Outline view button

**C. Write 'T' for true and 'F' for false.**

1. Quick Access Toolbar is located at the top right corner of the taskbar.

**F**

2. A presentation is made up of a series of slides.

**T**

3. You cannot change the font type of the text in slides.

**F**

4. There are six different ways to view your presentation.

**T**

5. Slide show view displays miniatures of your slides.

**F**

**D. Answer the following.**

**Q1. What is a slide?**

**ANS1.** A single page of the presentation is called a slide.

**Q2 What is a placeholder?**

**ANS2.** A placeholder is a dotted box on a slide which may contain text, pictures, video, etc.

**Q3. What is slide layout? How many slide layouts are available in PowerPoint?**

**ANS3.** Slide layout is the formatting and positioning of the placeholder boxes. There are 9 types of slide layouts available in PowerPoint.

**Q4. Write the difference between slide sorter view and reading view.**

**ANS4.** The slide sorter view shows the miniature version of all slides.

Reading view is used when you want to view a presentation not in full screen but in a window.

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