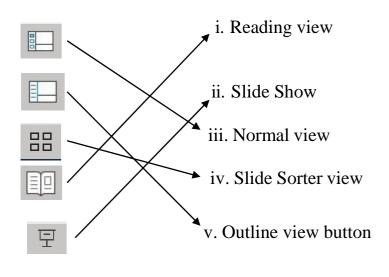
ST. ANDREWS SCOTS SR. SEC. SCHOOL

Chapter – 4 Power Point 2016

| Class IV | Session-2023-24 | Subject: Computers |
|---|---------------------------------|--------------------|
| A. Tick ($$) the correct option. | | |
| 1. Name of the presentation is displayed on the | | |
| a. Title bar | b. Status bar c. Task bar | |
| 2contains multiple tabs, each with several group of commands. | | |
| a. Status bar | b. Slide pane c. Ribbo | n 🗸 |
| 3.displays the slides as thumbnails. | | |
| a. Outline pane | b. Slides pane $$ c. W | Vork area |
| 4.is the arrangement of text, graphics, images, etc. | | |
| a.Animation | b.Side Layout $$ c. W | VordArt |
| 5shows the miniature version of the slides. | | |
| a. Slide View | b. Slide Sorter view $$ c. Outl | ine 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 **<u>Backstage</u>** view.
- 2.<u>Title bar</u> is located at the top of the PowerPoint window.
- 3. <u>Slide show</u> view is used to deliver your presentation to the audience.
- 4. <u>Slide area</u> displays a large view of the current slide.
- C. Match the following.



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

- 1. Quick Access Toolbar is located at the top right corner of the taskbar.
- 2. A presentation is made up of a series of slides.
- 3. You cannot change the font type of the text in slides.
- 4. There are six different ways to view your presentation.
- 5. Slide show view displays miniatures of your slides.

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?

<u>ANS3</u>. 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.

<u>ANS4</u>. 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.

