

# ST. ANDREWS SCOTS SR. SEC. SCHOOL

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Session 2022-23

Class: IV Subject: Computer (L-6 Worksheet )

Q1. Answer in one word :-

- |  |                         |
|--|-------------------------|
| 1. It is a dotted box on a slide which contain text, picture, video. | <u>Placeholder</u>      |
| 2. It is located below the Menu Bar.                                 | <u>Standard Toolbar</u> |
| 3. It has detailed information of the slide.                         | <u>Status Bar</u>       |
| 4. It shows the name of the presentation.                            | <u>Title Bar</u>        |

Q2. Fill in the blanks :-

1. A slide is like a page containing a part of a whole information.
2. Impress saves the file with extension .odp
3. A slide holds small amount of text and pictures.
4. Ctrl + Q is the shortcut key to exit the Impress window.

Q3. Answer the following questions :-

1. What is a presentation ?

Ans. A presentation is a series of slides on a given topic.

2. Write the steps to delete a slide in the presentation.

Ans. To delete a slide , follow these steps :-

- a. Select the slide you want to delete.
  - b. Click on Slide menu.
  - c. Click on Delete Slide option from the drop-down menu.
3. Write some of icons available with Formatting Toolbar.

Ans. The icons available with Formatting Toolbar are Styles and Formatting, Line , Arrow Style, Line Style, Colour , Arrange.