

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V

SUBJECT: COMPUTER

CH-3 (Formatting in Powerpoint)

Quiz Bee (PAGE NO. 33)

Write “T” for true and “F” for false :-

1. F

2. T

3. T

ASSESS YOURSELF (PAGE NO. 34)

1. Tick the correct option:-

a. (ii)

b. (i)

c. (ii)

d. (iii)

2. Fill in the blanks using the words from the help box:-

a. Insert

b. template

c. WordArt

d. Format background

e. Gradient

3. Answer in one or two words:-

- a. Insert tab
- b. Rotate handle
- c. Illustrations
- d, WordArt Styles group
- e. File Tab

4. Think and answer:-

- a. Insert a picture in two way : This Device and Online pictures.
- b. To Apply the textured fill to all the slides, you can click on the Apply to All option.
- c. To insert an online picture in PowerPoint, follow these steps:
 - 1. Click on the Insert tab.
 - 2. Click on Online Pictures command.
 - 3. Type the desired keyword in the box and press Enter key.
 - 4. Select the desired picture.
 - 5. Click on the Insert button.
- d. To use online templates, follow these steps:-
 - 1. Click on the File tab.
 - 2. Click on New option.
 - 3. Click on Online templates.
 - 4. Select the template you like.
 - 5. Click on Create button.
- e. Yes, PowerPoint allows the usage of WordArt. To add WordArt to a

presentation, follow these steps:

1. Select the text.

2. Click on the Format tab.

3. Click on the Quick Styles command in the WordArt Styles group.

4. Select the desired WordArt style.

5. Application based questions:-

a. Shapes

b. Quick Styles