

ST. ANDREWS SCOTS SR. SEC. SCHOOL
9th Avenue, I.P. Extension, Patparganj, Delhi – 92
Session : 2024-25

Class: VI

Subject: Computer

Topic: Ch-1 Answer key

Q1. Choose the correct option.

1. (a) Photo Album
2. (a) Annotations
3. (b) Rotate right
4. (c) Recording Control block

Q2. Tick (√) the correct statements and cross (×) the wrong ones

1. √
2. √
3. ×
4. √

Q3. Answer the following questions

1. Which button in Photo Album dialog box is used to insert pictures into the photo album?

Ans: Insert button in Photo Album dialog box is used to insert pictures into the photo album.

2. How is Ink Equation feature used?

Ans: The Ink Equation feature of the Power Point is used to write equations using finger or stylus (in case of touch screen) and mouse pointer (in other devices).

The steps to use Ink Equations are as follows:

Step 1: Click on the Insert tab

Step 2: Click on the drop down arrow of the Equation tool.

Step 3: Click on the Ink Equation option

Step 4: Using fingers/stylus/mouse pointer, write the equation in the write Math here box.

Step 5: Click on the Insert button

The written equation will be inserted on the slide in the printed form.

3. What are annotations? How are annotations added on a slide show?

Ans: Annotations are the comments and observations added by the presenter on the text/ images forming part of the presentations.

Annotations helps the presenter to highlight and emphasis on the important points while giving a presentation.

To add annotations on a presentation, follow these steps:

Step 1: Click on the Slide Show tab

Step 2: Check the Use Presenter View option

Step 3: Start the slide show using From Beginning or From Current Slide tools to start the slide show.

When the slide show starts, drag the mouse pointer (without clicking).

Some presenter tools appear at the bottom left corner of the slide show screen.

Step 4: Click on Pen button to choose Pen from the pop-up menu.

4. Write the steps to use Smart Lookup feature in Power Point.

Ans: The steps to use Smart Lookup feature in Power Point are:

Step 1: Click and drag the mouse pointer to select the word/phrase for which the meaning is to be searched.

Step 2: Right – click on the selected text/phrase.

Step 3: Click on the Search '<selected text>' option to make a smart search

On the right side of the power point window, the Search panel will show all related information and articles available on the Internet related to the selected text/phrase.