

class - IV

Subject - Computers

Teacher - Rupinder

ch-5

'Microsoft Powerpoint' (Revision)

Students, today we will revise back exercise of chapter 5. You are advised to learn the said exercise and after learning try to attempt the following questions.

Ques 1. Fill in the blanks:-

1. In Powerpoint 2010, the files are saved with an extension _____.
2. To run a slide show, you can press the _____ key.
3. A presentation is a collection of _____ arranged in a systematic order.
4. A presentation is widely used to present _____ and _____ effectively.

Ques 2 State True or False :-

1. The shortcut to insert a new slide is ctrl + N key combination. _____
2. You can save your presentation using ctrl + S key combination. _____
3. Microsoft Powerpoint is a presentation software program. _____

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4. To close PowerPoint application, click on the File tab > Close option.

Ques 3. Answer in one word :-

1. Which tab shows a thumbnail version of each slide?
2. By default, which slide is selected as the first slide of a presentation?
3. To enter text in a placeholder, _____ inside it.

Answer key :-

Ans.1 Fill in the blanks :-

- | | |
|----------|-------------------|
| 1. .pptx | 3. Slides |
| 2. F5 | 4. View and ideas |

Ans2. State True or False :-

- | | |
|----------|----------|
| 1. False | 3. True |
| 2. True | 4. False |

Ans3. Answer in one word :-

- | | | |
|---------------|----------------|----------|
| 1. Slides tab | 2. Title Slide | 3. click |
|---------------|----------------|----------|

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