



Std. - IV

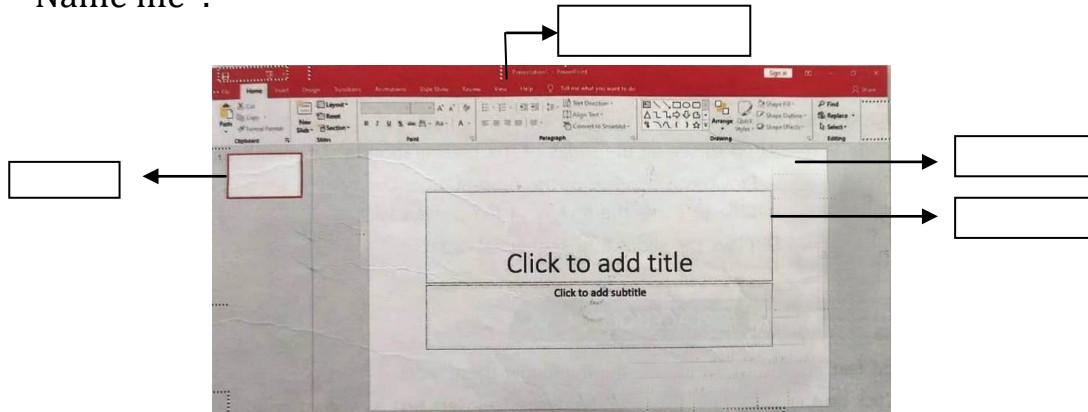
REVISION WORKSHEET-2

Sub. - Computer

Chapter - 5

SECTION - A UNDERSTANDING OF

A. Name me :-



SECTION-B INTERPRETATIONAL SKILLS

B. Match the following .

[2]

column A

column B

- (1) Presentation
- (2) Notes
- (3) .pptx
- (4) Slide show

- (a) PowerPoint file extension
- (b) A series of slides
- (c) allows to add notes
- (d) collection of slides

SECTION-C COMPUTATION ABILITY

C. Define:-

[2]

- (1) slide .
- (2) PowerPoint

E. Answer the following questions :-

[1]

- (1) list any two uses of PowerPoint.

SECTION-D Traditional objectives

C. Fill in the blanks :-

[3]

Placeholder, blank, micro soft office

1. PowerPoint is a part of the suite.
2. A..... can hold text image table and other objects
3. slide layout does not contain any placeholders

E. Write T for true and F for false :- [2]

1. The first slide in a presentation is called the title slide

2. Place holder is a dotted rectangular box

3. Start from beginning button is present on the quick access toolbar.

F. Tick (√) the correct answers. [3]

1. The first screen of PowerPoint 2016 is also known as the.

(a) File tab (b) Navigation Pane (c) Start screen

2. This key combination is used to open a saved presentation.

(a) Ctrl +M (b) Ctrl + N (c) Ctrl + O

3. It is the main working area where different operations are performed.

(a) Slide (b) Slide Pane (c) Notes.