

**ST THOMAS SCHOOL, INDIRAPURAM**  
**HALF YEARLY WORKSHEET 2019-2020**  
**CLASS V , COMPUTERS**  
**CH-5 (More on Power Point 2016)**

Name \_\_\_\_\_

Roll No \_\_\_\_\_

Sec: \_\_\_\_\_

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**Q1. Fill in the blanks:**

- a) \_\_\_\_\_ function key is used to display the slide show.
- b) In \_\_\_\_\_ view we get the outline pane.
- c) \_\_\_\_\_ option hides all the slides text in outline View.
- d) The screen recording function is present in \_\_\_\_\_ tab.
- e) The \_\_\_\_\_ feature requires a network service to start the slide show.

**Q2. Answer in one word.**

- a) A presentation is collection of \_\_\_\_\_ arranged in sequential manner. \_\_\_\_\_
- b) Most of the view button are present in the group. \_\_\_\_\_
- c) The great ways to provide feedback to other about their presentation. \_\_\_\_\_
- d) The new feature using which you can add math equation into your presentation. \_\_\_\_\_
- e) The view that display the miniature view of the all slide is \_\_\_\_\_

**Q3. Application based Question**

a) Roopali has created a presentation with 16 slides. The teacher has asked her to display all the slides in a single screen. Help her in selecting the appropriate view.

\_\_\_\_\_

b) Aryan wants to create a Photo Album in which he wants to import six different pictures as six different slides. But he does not know how to do this. Help Aryan in doing the same.

\_\_\_\_\_

**Q4. Which view am I?**

- a) I am the main editing view to write and design slides. \_\_\_\_\_
- b) I can show you the notes that you can include in slide. \_\_\_\_\_
- c) I display all the text of your slides but no objects. \_\_\_\_\_

**Q5. Difference between Normal view and Outline view.**

\_\_\_\_\_

\_\_\_\_\_

**ST THOMAS SCHOOL, INDIRAPURAM**  
**HALF YEARLY WORKSHEET 2019-2020**  
**CLASS V , COMPUTERS**  
**CH-6 (Formatting a Presentation)**

Name \_\_\_\_\_

Roll No \_\_\_\_\_

Sec: \_\_\_\_\_

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**Q1. Fill in the blanks:**

- a) \_\_\_\_\_ tab the slide master button is available.
- b) The intersection of row and column in a table is called \_\_\_\_\_ .
- c) \_\_\_\_\_ shortcut key open font dialog box.
- d) The \_\_\_\_\_ tab appears when you insert a table in a presentation.
- e) When we insert a chart, the data is displayed in special window called \_\_\_\_\_

**Q2. Application based Question**

- a) Raj wants to create a presentation on the comparative analysis of rainfall for the past five years. Which tool can be used to represent the same?  
\_\_\_\_\_
- b) Meenakshi has created a presentation of six slides. The slides have the same background, but she want to change the background of each slides. Which option can help her in doingso?  
\_\_\_\_\_

**Q3. Answer in one word.**

- a) This provide an accurate analysis of information. \_\_\_\_\_
- b) The key combination is used to decrease the font size. \_\_\_\_\_
- c) Slide Master consists of \_\_\_\_\_ place holders. \_\_\_\_\_

**Q4. Define the followings.**

- a) Slide master \_\_\_\_\_  
\_\_\_\_\_
- b) Smart Art \_\_\_\_\_  
\_\_\_\_\_
- c) Charts \_\_\_\_\_  
\_\_\_\_\_
- d) New custom layout \_\_\_\_\_  
\_\_\_\_\_

