

St. Thomas School, Indirapuram
Practice Worksheet – Computer (Final exam.)
(Ch 7 : Microsoft PowerPoint 2016)
(Ch 8: Working with Slides)
CLASS IV

Name: _____ Roll: _____ Sec. _____ Date: _____

Q1. Fill in the blanks using the help box.

Ideas	rotate	shapes	F5	Ctrl+S	views	Slides
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- a) New slide button is present in the _____ group.
- b) _____ key can be used to run the presentation.
- c) You can save your presentation by using the _____ key combination.
- d) Flip vertical is present in the _____ button on the Format tab.
- e) A presentation is widely used to present _____ and _____ effectively.
- f) _____ is a drawing feature that helps in inserting different shapes into a slide.

Q2. Write 'True' or 'False'.

- a) You can save your presentation by using the Ctrl+V key combination. _____
- b) To close PowerPoint application, click on the File tab> Close option. _____
- c) The shortcut to create a new presentation is Ctrl+M key combination. _____
- d) You can create a duplicate of an object by pressing the left mouse button and **Ctrl**key. _____
- e) F1 key opens the help window. _____
- f) The shortcut key to open a presentation is **Ctrl+O**. _____

Q3. Define the following;

- a) WordArt feature _____
- _____
- _____

b) Presentation _____

c) Slide _____

d) Placeholder _____

d) Templates _____

Q4. Write any three uses of Presentation.

Q5. How can we resize an object?

Q6. What are the different ways of inserting pictures in a presentation?
