

St. Mary's School, Dwarka

Practice Worksheet

Class: V

Subject: Computer Science

Topic: L-7, PowerPoint- Creating Presentation

1. Name the following.

- a) It displays a large view of the current view on the right side of the window.

- b) The area in the slide pane where we can type notes associated with each individual slide.

- c) It is used to organize data in rows and columns. _____
- d) A group of slides on any one topic. _____

2. Write 'T' for True and 'F' for False statement.

- a) We cannot change the order of the slides in which they appear in the slide show. _____
- b) The outline view consists of the titles and main text from each slide. _____
- c) Normal view is the default view in which PowerPoint displays the presentation. _____
- d) Online templates are not available in PowerPoint. _____
- e) Status bar show us all the views of the presentation in the form of buttons. _____
- f) To select a word, we need to triple click on it. _____

3. Identify and name the following views of PowerPoint.

- a)  - _____
- b)  - _____
- c)  - _____
- d)  - _____

4. Write the shortcut keys for the following.

- a) Align text to the left – _____
- b) Align text to the center – _____
- c) Print a slide – _____
- d) Justify alignment – _____
- e) Align text to the right – _____

5. Differentiate between the following.

a) Theme and Template

Theme	Template

b) Transition and Animation

Transition	Animation

6. Answer the following questions.

a) How many types of graphical objects we can insert in a presentation? Name them

b) Raha wants to illustrate a process or structure in the slide. Which type of graphical object she should choose for the same?

c) What is the use of slide show view? Which key is used to begin and end the slide show?

d) Radha needs to put curtain effect on all the slide of her presentation. Which option help her to put the same transition effect in all the slides?
