

**VASISHTHA GENESIS SCHOOL, BARDOLI**

(Academic Session: 2025-26)

**Date:** \_\_\_\_\_ **Class:** III **Div:** A / B / C **Roll No:** \_\_\_\_\_ **Sub:** Computer  
**Name:** \_\_\_\_\_ **Worksheet:** PT 2

**Ch – 4 Introduction to PowerPoint**

**Q1. Choose the correct option and answer the following questions:**

- i. PowerPoint is a \_\_\_\_\_ software.  
(a) presentation (b) gaming (c) drawing (d) photo editing
- ii. To exit the slide show, press \_\_\_\_\_ key.  
(a) Ctrl + X (b) Esc (c) Enter (d) Shift
- iii. Shortcut key to insert a new slide is \_\_\_\_\_.  
(a) Ctrl + Z (b) Ctrl + X (c) Ctrl + M (d) Ctrl + A
- iv. \_\_\_\_\_ toolbar contains the Save, Undo and redo buttons.  
(a) Scroll bar (b) Ruler (c) Quick Access (d) Title
- v. \_\_\_\_\_ Pane shows the small version of all slides.  
(a) Task (b) Animation (c) Normal (d) Slide Thumbnail
- vi. \_\_\_\_\_ contains groups of related commands in tabs.  
(a) View (b) Theme (c) Slide (d) Ribbon

**Q2. State whether the following statements are 'True' or 'False':**

- i. Themes are applied to make all slides look similar. \_\_\_\_\_
- ii. Templates cannot be downloaded from the internet. \_\_\_\_\_
- iii. You can change Font Style and Size from the Home tab. \_\_\_\_\_
- iv. Title bar shows the number of slides in the presentation. \_\_\_\_\_
- v. You can add text, images and videos to slides. \_\_\_\_\_
- vi. You can save your presentation at any time. \_\_\_\_\_

**Q3. Fill in the blanks with the words given in brackets:**

**[list, File, placeholders, Formatting, keyword, Insert]**

- i. The \_\_\_\_\_ tab is used to insert pictures, shapes, etc.
- ii. To save a presentation, click on Save option in the \_\_\_\_\_ tab.
- iii. Templates can be searched online by typing a \_\_\_\_\_.
- iv. A bullet is used to show items in a \_\_\_\_\_ form.
- v. The title and subtitle are typed inside \_\_\_\_\_.
- vi. \_\_\_\_\_ helps make the presentation look more attractive.

**Q4. Match the following columns:**

Column 'A'	Ans	Column 'B'
i. New option	i. _____	a) Makes text darker
ii. Save As	ii. _____	b) Moves to next slide during slideshow
iii. Text Shadow	iii. _____	c) Used to create a new presentation
iv. Bold	iv. _____	d) Saves file with a new name
v. Next button	v. _____	e) Makes text look attractive
vi. Transitions	vi. _____	f) Effects added to text or object
vii. Animations	vii. _____	g) Effects between two slides

**Q5. Answer the following in one or two words:**

- i. The bar that shows the name of the currently opened presentation. \_\_\_\_\_
- ii. Which tab contains different themes for the presentation? \_\_\_\_\_
- iii. In which pane can you write notes for the viewers? \_\_\_\_\_
- iv. What do we call a ready-made design or layout applied to slides? \_\_\_\_\_
- v. This area shows a large view of the current slide. \_\_\_\_\_
- vi. Name the group on the Design tab that contains different themes. \_\_\_\_\_
- vii. Which tab is used to save, open and print files? \_\_\_\_\_

**Q6. Answer the following questions:**

- i. **What is the use of PowerPoint?**  
Ans. PowerPoint is used to create presentations.
- ii. **Name the various views of PowerPoint window.**  
Ans. They are:-  
1) Normal View    2) Slide Sorter View    3) Reading View    4) Slide Show View
- iii. **What do you mean by placeholder?**  
Ans. It is a pre-formatted container on a slide for text, list, etc.
- iv. **Why do you need to run a slideshow in PowerPoint presentation?**  
Ans. We need to run a slideshow in presentation that displays one slide at a time and fills the entire screen.
- v. **Define slide.**  
Ans. One page of presentation is called a slide
- vi. **Define Presentation.**  
Ans. A group of slides on any one topic is called presentation.