

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 (Answer Key)

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. **True**
- ii. Templates cannot be downloaded from the internet. **False**
- iii. You can change Font Style and Size from the Home tab. **True**
- iv. Title bar shows the number of slides in the presentation. **False**
- v. You can add text, images and videos to slides. **True**
- vi. You can save your presentation at any time. **True**

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

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

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

Q4. Match the following columns:

Column 'A'	Ans	Column 'B'
i. New option	i. C	a) Makes text darker
ii. Save As	ii. D	b) Moves to next slide during slideshow
iii. Text Shadow	iii. E	c) Used to create a new presentation
iv. Bold	iv. A	d) Saves file with a new name
v. Next button	v. B	e) Makes text look attractive
vi. Transitions	vi. G	f) Effects added to text or object
vii. Animations	vii. F	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. | Title bar |
| ii. Which tab contains different themes for the presentation? | Design tab |
| iii. In which pane can you write notes for the viewers? | Notes Pane |
| iv. What do we call a ready-made design or layout applied to slides? | Template |
| v. This area shows a large view of the current slide. | Slide Pane |
| vi. Name the group on the Design tab that contains different themes. | Themes Group |
| vii. Which tab is used to save, open and print files? | File tab |

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.