



SHREE VASISHTHA VIDHYALAYA

Computer Worksheet 2025-26



Name : - _____

Std :- V - _____

Roll No. :- _____ Worksheet No : Term2-01

Date : - _____

Ch.4 PowerPoint – Creating Presentation

Q-1 Tick the correct answer.

- 1) What is the extension of PowerPoint presentation?
a) .docx b) .sb2 **c) .pptx**
- 2) Which feature is used to see how your printout looks before printing?
a) Print Preview b) Print c) Print Handouts
- 3) Which tab is used to add new slides in PowerPoint?
a) Home b) Insert c) Design
- 4) Print option is available on which tab?
a) FILE b) HOME c) INSERT
- 5) In handout page, you can print from one to _____ slides at once.
a) Eight **b) Nine** c) Three
- 6) Which option insert visual effects and video?
a) Online Picture b) SmartArt **c) Media Clip**
- 7) What is used to convey statistical information quickly in presentation?
a) Charts b) SmartArt c) Shapes
- 8) By Default, the online picture search uses _____ Image Search.
a) Google b) Yahoo **c) Bing**
- 9) Which keyboard shortcut key to start slideshow from current Slide?
a) SHIFT + F4 **b) SHIFT + F5** c) SHIFT + F6
- 10) How can you exit a slideshow while presenting?
a) Press Esc b) Press Ctrl + X c) Press F5
- 11) Which option allows you to add animations to objects in PowerPoint?
a) Design b) Insert **c) Animations**
- 12) What does the "Design" tab in PowerPoint allow you to do?
a) Add pictures **b) Change the look of your slides** c) Add animations
- 13) Which view lets you see all the slides at once?
a) Normal view **b) Slide Sorter view** c) Outline view
- 14) What is a "transition" in PowerPoint?
a) A change in the color of text b) A type of chart
c) An effect when moving from one slide to another
- 15) What happens when you press the "Slide Show" button?
a) The slides are printed **b) The slides appear full-screen to present** c) The slides are deleted

Q- 2 Fill in the blank.

- 1) **Border** is a frame for the slide which is similar to a frame around a painting.
- 2) A **Layout** determines the placement of all the items that make up your slide.
- 3) To select a word, **double click** on it.
- 4) You can type the font size from **1** to **3600**.
- 5) **Placeholders** are rectangular objects on slides that is used to insert text, graphics, charts etc.

Q-3 Write true or false.

- 1) We can insert text, graphics and charts to a slide. **True**
- 2) Theme is selected using Design tab. **True**
- 3) An animation is a visual effect that appears when you move from one slide to another. **False**
- 4) Selected text appears underline on the screen. **False**
- 5) You cannot insert online pictures in slide. **False**
- 6) The Slide Show view allows you to see all the slides at once. **False**
- 7) You can use transitions to add effects between slides. **True**
- 8) PowerPoint does not allow adding sound or music to presentations. **False**
- 9) The "Animations" tab is used to change the background of slides. **False**
- 10) You cannot change the background color of a slide. **False**

Q-4 Identify the picture related to MS-Power Point and name it.

	Text Shadow		Line Spacing
	Insert Table		Insert Chart
	Insert SmartArt Graphics		Online Pictures
	Pictures		Insert Video

Q-5 Write the Tab and Group of the following options.

	Tab	Group
1) New slide	Home	Slides
2) Layout	Home	Slides
3) Chart and SmartArt	Insert	Illustrations
4) Pictures and Online Pictures	Insert	Images
5) Start from Beginning	Slide Show	Start Slide Show
6) Bold / Italic / Underline	Home	Font
7) Insert Table	Insert	Tables
8) Audio and Video	Insert	Media

