



SHREE VASISHTHA VIDHYALAYA.



Computer Worksheet 2025-26

Name : _____

Std : IV - _____

Roll No. : _____

Worksheet No : Term2-01

Date : _____

Ch. 4 PowerPoint

Q-1 Tick the correct answers.

- 1) A group of pages on any topic is called
 - a) Presentation
 - b) Document
 - c) Spreadsheet
- 2) Which bar shows the name of the displayed presentation?
 - a) Ribbon
 - b) Title bar
 - c) Status bar
- 3) Which toolbar displays buttons like Save, Undo, Redo and slide show?
 - a) Mini Toolbar
 - b) Quick Access
 - c) Sub Menu
- 4) ___ displays one slide at a time, using the entire screen.
 - a) Slide Show
 - b) Slide thumbnail pane
 - c) Slide
- 5) ___ makes our presentation look more attractive and effective.
 - a) Quick access
 - b) Ribbon
 - c) Formatting
- 6) _____ displays a large view of the current slide.
 - a) Slide thumbnail pane
 - b) Slide pane
 - c) Status bar
- 7) Which bar displays the current slide number and the total number of slides in the slideshow?
 - a) Ribbon
 - b) Title bar
 - c) Status bar
- 8) Which of the following option is used to type text, object and media in PowerPoint.
 - a) Placeholder
 - b) Ribbon
 - c) Notes pane
- 9) _____ types of layouts are available in PowerPoint.
 - a) Five
 - b) Nine
 - c) Seven
- 10) What is the default extension of PowerPoint 2019 file?
 - a) .pptx
 - b) .jpg
 - c) .bmp
- 11) A "Transition" is a special effect that happens when:
 - a) A single picture moves on a slide
 - b) You move from one slide to the next slide
 - c) Save file
- 12) If you want a star shape to "fly in" or "spin" on your slide, you should use:
 - a) Transitions
 - b) Animations
 - c) Slide Sorter
- 13) Which tab would you click to add a picture, shape, or table to your slide?
 - a) Home
 - b) Insert
 - c) View
- 14) If you want to change the look, colors, and fonts of your entire presentation at once, you should use a:
 - a) Theme or Design Template
 - b) Bullet point
 - c) Transition
- 15) What does the "Crop" tool do to a picture?
 - a) It changes the colors to black and white
 - b) It cuts off the outer edges of the image
 - c) It makes the picture spin

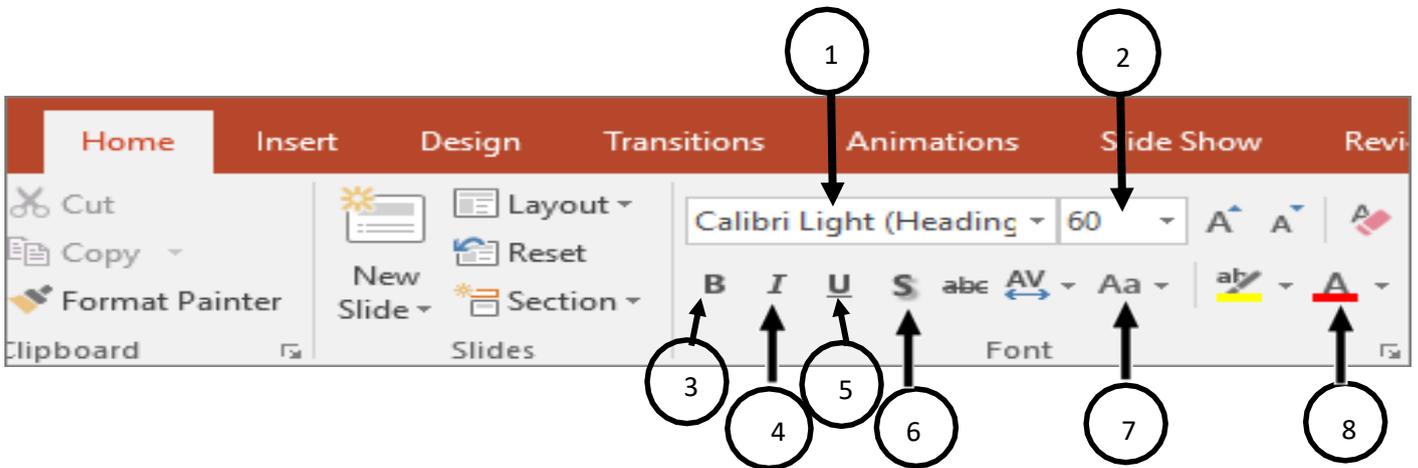
Q-2 Write true or false.

1. The “Slide Show” tab helps to present slides in full screen. _____
2. Slide Thumbnail Pane displays the thumbnail version of each slide. _____
3. File Tab shows the name of displayed presentation. _____
4. Normal view shows the document without graphics. _____
5. The slide show view is used to view the presentation on the full screen. _____
6. By default, we are working in Normal View. _____
7. You can add pictures to a PowerPoint slide. _____
8. Slideshows are only used in schools. _____
9. You can change the background color of a slide. _____

Q-3 Fill in the blank.

1. _____ is presentation program developed by Microsoft.
2. A PowerPoint presentation is also known as _____ .
3. One page of our presentation is called _____ .
4. The first slide of presentation is called _____ slide.
5. The keyboard key to start slide show is _____ .
6. To add a new slide to your presentation, you go to the _____ tab and click “New **Slide.**”
7. To save your work quickly using a keyboard shortcut, you press Ctrl + _____ .

Q-4 Identify the Formatting presentation icons.



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|----|----|
| 1) | 2) |
| 3) | 4) |
| 5) | 6) |
| 7) | 8) |