

Date: _____ **Class: III** **Div: A / B / C** **Roll No:** _____ **Sub: Computer**
Name: _____ **Revision Worksheet Term 1**

Ch – 4 Introduction to PowerPoint & Ch – 6 Step-wise Thinking and Sequence

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. _____ Pane shows the small version of all slides.
(a) Task (b) Animation (c) Normal (d) Slide Thumbnail
- iii. To exit the slide show, press _____ key.
(a) Ctrl + X (b) Esc (c) Enter (d) Shift
- iv. _____ toolbar contains the Save, Undo and redo buttons.
(a) Scroll bar (b) Ruler (c) Quick Access (d) Title
- v. _____ contains groups of related commands in tabs.
(a) View (b) Theme (c) Slide (d) Ribbon
- vi. What does a computer need to work properly?
(a) Games (b) Instructions (c) Colours (d) Songs
- vii. What does IPO stands for?
(a) Input – Process – Output (b) Inside Program Output
(c) Input Power Option (d) Internet Processing Output
- viii. What does abstraction mean in problem-solving?
(a) Focus on fun (b) Skip all steps (c) Add more work (d) Pick main points

Q2. Fill in the blanks with the words given in brackets:

[order, list, File, placeholders, Formatting, incorrect, Insert]

- i. The _____ tab is used to insert pictures, shapes, etc.
- ii. To save a presentation, click on Save option in the _____ tab.
- iii. A bullet is used to show items in a _____ form.
- iv. The title and subtitle are typed inside _____.
- v. _____ helps make the presentation look more attractive.
- vi. The steps in a task should be followed in the correct _____.
- vii. If steps are not followed in the correct order, the result may be _____.

Q3. Write the shortcut keys for the following:

- i. Create new presentation _____
- ii. Bold text _____
- iii. Italic text _____
- iv. Underline text _____
- v. Cut text _____
- vi. Copy text _____
- vii. Paste text _____
- viii. Run a slide show _____
- ix. Insert a New slide _____
- x. Undo _____
- xi. Save a presentation _____

Q4. Match the following columns:

Column 'A'	Ans	Column 'B'
i. New option	i) _____	a) Changes text size
ii. Save As	ii) _____	b) Moves to next slide during slideshow
iii. Notes Pane	iii) _____	c) Makes text darker
iv. Font Size	iv) _____	d) Used to create a new presentation
v. Font Color	v) _____	e) Displays the notes for current slide
vi. Animations	vi) _____	f) Saves file with a new name
vii. Theme	vii) _____	g) Changes colour of the text
viii. Next button	viii) _____	h) Gives slides a common look
ix. Bold	ix) _____	i) Effects between two slides
x. Transitions	x) _____	j) Adds effects to text or object

Q5. Answer the following questions:

- i. **What is the use of PowerPoint?**

Ans. _____

- ii. **Name the various views of PowerPoint window.**

Ans. _____

- iii. **What do you mean by placeholder?**

Ans. _____

iv. **Why do you need to run a slideshow in PowerPoint presentation?**

Ans. _____

v. **Define slide.**

Ans. _____

vi. **Define Presentation.**

Ans. _____

vii. **What is step-wise thinking?**

Ans. _____

viii. **What is abstraction?**

Ans. _____

Q6. Write the steps in the correct sequence for the following:

A	Wear your school shoes ☐	Put on your school bag. ☐
	Wear your school uniform. ☐	Comb your hair. ☐ Eat your breakfast ☐

B	She took out eggs, flour, sugar and milk. ☐	Mommy is going to bake a cake. ☐
	She mixed the ingredients together. ☐	She put it in the oven. ☐
	After sometime out came a yummy cake. ☐	

C	Jake is hungry. He wants to have some snacks. ☐	He put the slices together and took a big bite. ☐
	Then he spread yummy jelly on another. ☐	He spread peanut butter on a slice of bread. ☐

D	She put on her shoes. ☐	Ella put on her uniform. ☐
	Ella put on her bag and ran to the bus. ☐	She put on her socks. ☐

E	Tiny sprouts are formed. ☐	Pour water in the soil. ☐
	Put soil in the pot. ☐	Keep the pot in sunlight. ☐
	Plant starts to grow. ☐	Drop seeds in the pot. ☐

Q7. Label the components of PowerPoint window using the help box:

(File Tab, Quick Access Toolbar, Slide Thumbnail Pane, View Options, Program Control Buttons, Slide Pane, Notes Pane, Ribbon, Text Placeholder, Title bar)

