

**Class: 4**  
**Presentation Software**  
**Chapter: 6**

**Page no 73.**

**Write T for True or F for False. ( 1 to 4 )**

→ 1. True 2. False 3. True 4. True

**Page no 77.**

**A. Tick ( ✓ ) the correct answers. ( 1 to 5 )**

→ 1. d. all of these 2. a. place holder 3. a. Slides tab 4. b. slide pane 5. c. Title Only

**Page no 78.**

**B. Name the shortcut keys used for the following. ( 1 to 5 )**

→ 1. Ctrl + M 2. Ctrl + S 3. Ctrl + O 4. Ctrl + M 5. F5

**D. Match the columns. ( 1 to 4 )**

1. → c 2. → a 3. → d 4. → b

**E. Fill in the blanks.**

1. top 2. placeholders 3. Outline 4. F5 5. .pptx

**Short type Question: -**

**1. What is Microsoft PowerPoint?**

→ Microsoft PowerPoint is a presentation software that enable us to create presentation on the computer.

**2. What is a slide?**

→ A slide is a single page in a presentation which contains one or more placeholders.

**3. What is a place holder?**

→ A placeholder is a box with dotted borders that contain contents and reside within slide layout.

**4. What is the main working area of the PowerPoint window called?**

→ Slide pane is the main working area of the PowerPoint window.

**5. How many slide layouts are there in Microsoft PowerPoint?**

→ Microsoft PowerPoint has 9 built-in slide layout.

**6. What is Title slide?**

→ A slide with two placeholder is known as Title slide.

**7. What is the use of slide tab?**

→ It displays all the slides in a small view.

**Long type question: -**

**1. Write the steps to insert a picture to a slide?**

→ The steps to insert a picture to a slide are as follows: -

Step 1: Click on the Insert tab.

Step 2: Click on the Picture button of Images group. The Insert Picture option appears.

Step 3: Select a picture from the Picture Library.

Step 4: Click on the Insert button. The picture will be inserted on the slide.

**2. What is a slide show? In how many ways can you view a slide show?**

→ A slide show is a display of a series of slides on the full computer screen.

A slide show can be viewed into three different ways by

1. Clicking the From Beginning option present on the Slide Show tab.

2. Pressing the F5 key on the keyboard.

3. Clicking on the Slide Show button on the Status bar.

**3. Name the components of a PowerPoint window. Describe any two.**

→ The Microsoft PowerPoint has many components. These are Title bar, Ribbon, File tab, Slide pane, Slides tab, Outline tab and Status bar.

- i. Slide pane: Slide pane is located at the center of the window. It is the main working area of the PowerPoint window. It displays a large image of the slide that has been currently selected.
- ii. Status bar: The status bar is present at the bottom of the PowerPoint window. It displays the slide number and total number of slides in the presentation. It has zoom button, zoom slider and a view button for viewing the presentation.