

Sridhar International School

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| Subject: Computer | Grade: IV |
| Topic: Working with Slides in PowerPoint 2016 | Ref No: SIS 23-24/IV/nt/comp/006 |

EXERCISES

A] Fill in the blanks with the help of words given in the box.

Home, Copy, Ctrl + X, Rotation

1. The **Copy** feature duplicate your file.
2. **Rotate** feature change the position of the object.
3. Paste option is present in **Home** tab.
4. The shortcut key to cut an object is **Ctrl + X**.

B] Tick (✓) the correct option.

1. How many slides can be added in a presentation? **Answer: As many as you want**
a. One b. Two c. Three d. As many as you want
2. Which of the following is shortcut key to insert a New Slide? **Answer: Ctrl + M**
a. Ctrl + N b. **Ctrl + M** c. Ctrl + A d. Ctrl + H
3. Which of the following can be typed in Text box? **Answer: Both**
a. Title b. Sub - title c. **Both** d. None
4. Which of the following can be rotated? **Answer: All of these**
a. Picture b. Shapes c. Text Box d. **All of these**
5. Which group contains Cut option? **Answer: Clipboard**
a. Slides b. Home c. **Clipboard** d. View

C] Answer the following questions.

1. Write the first step to add a new slide.
Answer: Click on New Slide.

2. How can you copy object in PowerPoint?
Answer: Click on Copy and then Paste.

3. What is the difference between Rotating and Resizing?
Answer:

| Rotating | Resizing |
|--|--------------------------------------|
| It means to change the <u>position</u> . | It means to change the <u>Size</u> . |

[NOTE: Copy these notes on the classwork side of your notebook.]