

Sridhar International School

Subject: Computer	Grade: IV
Topic: Introduction to MS PowerPoint 2016	Ref No: SIS 23-24/IV/nt/comp/005

EXERCISES

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

Presentation, Ctrl + Shift + >, Status bar, Ribbon, Alt + F4

1. PowerPoint is used to create computer based Presentation
2. Ribbon is located below the Title bar.
3. Status bar displays total number of slides and view button.
4. The shortcut key to increase font size is Ctrl + Shift + >
5. We can close PowerPoint by pressing Alt + F4

B] Tick (✓) the correct option.

1. The pages in a presentation are called Slides.
a. Sheets b. **Slides** c. Documents d. Ribbons
2. The Shortcut command to start a new presentation is Ctrl + N.
a. **Ctrl + N** b. Ctrl + A c. Ctrl + S d. Ctrl + M
3. Which of the following contains frequently used commands?
Answer: Quick Access toolbar
a. Ribbon b. Title bar c. Status bar d. **Quick Access toolbar**
4. Which of the following hold objects in your slide? **Answer: Placeholder**
a. Ribbon b. **Placeholder** c. Status bar d. Quick Access toolbar
5. What is the shortcut key to save a presentation? **Answer: Ctrl + S**
a. Ctrl + O b. Ctrl + C c. Ctrl + V d. **Ctrl + S**

C] Answer the following questions.

1. What is a slide?
Answer: Pages in PowerPoint are called slides.
2. List two uses of presentation.
Answer: To present ideas and to teach.
3. Write the first step to open your presentation.
Answer: Click on File tab
4. Write the first two steps to exit from PowerPoint.
Answer: Click on File tab and Select the Close option.

[EXTRA NOTES]

A] Answer the following questions.

1. Who controls the presentation?
Answer: Presenter
2. Which bar is located at the top of the screen?
Answer: Title bar
3. What is the first step to start Microsoft PowerPoint 2016?
Answer: Click on the Start button.

4. Where is a presentation created?

Answer: Presentation is created in the blank slide.

5. What is the use of Placeholder?

Answer: To hold the objects in slide.

6. Name any two things that can be added in a presentation.

Answer: Pictures, videos, sounds

7. Where can business people use presentations?

Answer: Seminar and meeting

8. What does the Status bar display?

Answer: Slide number and total slides.

9. Name the two rulers.

Answer: Horizontal and Vertical.

B] Complete the following:

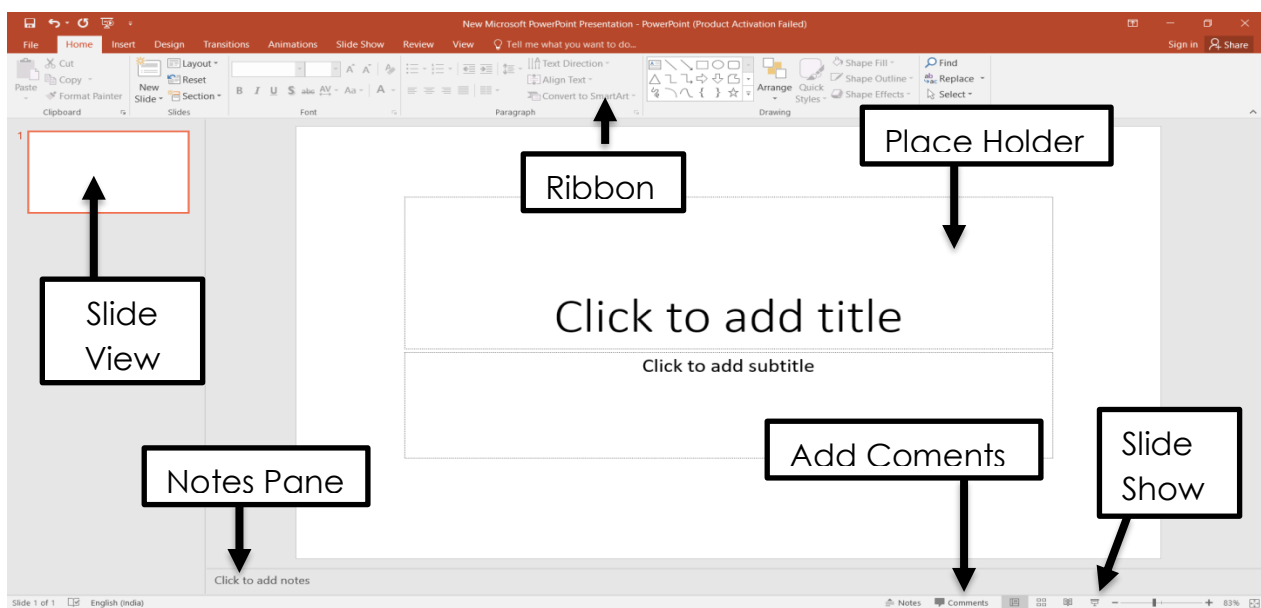
1) Steps to Save a Presentation.

1. Click on **File** tab.
2. Click Save or **Save As** option
3. Type the name of your presentation in **File name** box.
4. Click the Save button to **save** your work.

2) Steps to Close a Presentation.

1. Click on **File** menu.
2. Select the **Close** option.
3. In case you have not saved your presentation, the computer will ask to save it. Click **Yes** to save your presentation. If you don't want to save, click **No**.

C] Label the screen components of Microsoft PowerPoint 2016.



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