



INDIAN SCHOOL NIZWA - WORKSHEET

COMPUTER SCIENCE

CH:6 ,7 & 8 POWERPOINT AND ANIMATING YOUR SLIDES

Name: _____

Date: _____

Class: V Sec: ____

I. Choose the correct option.

1. A presentation in PowerPoint is made up of _____.
a. Pages b. Slides c. pictures d. None of these
2. Default PowerPoint view is _____ view
a. Normal b. Slide sorter c. Slide show d. All of these
3. Place holders can hold _____.
a. Text b. ClipArt c. Charts d. All of these
4. For changing the slide layout, click layout option from _____ group under home tab
a. Font b. Slide c. Paragraph d. Colour
5. Extension of PowerPoint presentation is _____.
a. .pptx b. .docx c. .xlsx d. None of these
6. Which of the following are the PowerPoint views
a. Normal b. Slide Sorter c. Slide Show d. All of these
7. _____ is used to select a designer background for the slide
a. Gradient b. Picture c. Pattern d. Texture
8. Which of the following effects is not available in the font group?
a. Underline b. Bold c. Shadow d. Embossed
9. _____ tab contains the option for changing font style , size and colour.
a. View b. Design c. Home d. Insert
10. _____ helps to create attractive headings in PowerPoint
a. ClipArt b. WordArt c. Picture d. Shapes
11. Which of the following is a type of animation in PowerPoint



INDIAN SCHOOL NIZWA - WORKSHEET

- a. Entrance b. Emphasis c. Exit d. All of these

Slide tab is used to

- a. Add slides b. Delete slides c. Reorder slides d. All of these

II. Write True or False:

1. We can use pictures as bullets in PowerPoint.
2. A theme can be applied for a slide using Home tab.
3. Images in a slide cannot be resized.
4. Text on the slide can be inserted using text placeholder only.
5. WordArt tool is available on Insert Tab
6. We cannot reorder the slides in a presentation
7. In PowerPoint we cannot add multiple animation for the same object.
8. Non-adjacent slides can be selected using Ctrl key.

III. Fill in the blanks:-

1. _____ holds the object in your slide
2. _____ shows the number of slides that is currently displayed.
3. In _____ we can add notes related to slides.
4. In _____ view you can see add, delete or change the order of your slide
5. _____ is the area where the slides are created in PowerPoint.
6. Shortcut key for inserting a new slide is _____
7. _____ is a colour , picture or texture which appears behind every object in the slide.
8. Shortcut key for running slide show is _____
9. For deleting an object select the object and press _____ key.
10. We can resize a picture when the mouse pointer changes to _____ arrow
11. For removing a picture background click _____ tab and select 'Remove Background' option
12. _____ key is used to end the slide show in between.



INDIAN SCHOOL NIZWA - WORKSHEET

13. _____ is a special effect we can add to the object.
14. _____ control how your presentation moves from one slide to next.
15. _____ command in the animation tab is used to view the animation
16. _____ tab shows title and main text for each slide.
17. Notes pane is located at the _____ of the screen.
18. _____ animation determines how an object moves around a slide