



Primrose Schools

ICSE Curriculum
(A Unit of Primrose Educational Trust, Chennai)
An ISO 9001:2015 Certified Institution

State Purpose of Worksheet – Alternative Worksheet-2 [2019– 2020]

[KG Class work/Home Assignment/Alternate Class work/ Revision Test/Internal Assessment/Formative Assessment/Summative Assessment/Preboard]

Name:	Std: IV	Subject: Computer Science
Date:	Term: III	Topic: Microsoft PowerPoint
Maximum Marks: NA	Time Duration: 20 min	Type of Assessment (alternate assessment): NA

1) Fill in the blanks.

1. A presentation is a collection of _____ arranged in systematic order.

2. A presentation is widely used to present _____ and _____ effectively.

3. To open power point file, click on the _____ button on the quick access tool bar.

4. To run a slide show, you can press the _____ key.

5. The shortcut to create a new presentation is _____ key combination.

2) Multiple choice question.

1. By default, the first slide of a presentation is selected as _____

- a. Title slide b. Title only c. Title and content

2. To enter text in a placeholder, _____

- a. Click b. Double - click c. Triple – click

3. The _____ contains frequently used commands.

- a. Ribbon b. Tab c. Quick access toolbar

4. The _____ shows a thumbnail version of each slide.

- a. Slide tab b. Outline Tab c. File tab

C) Answer the following.

1. How is a presentation different from a slide?

2. List the uses of presentation.

3. Differentiate between slides pane and slides tab.

4. Define the term placeholder?

5. What is a slide layout? Explain.
