Welland Gouldsmith School
Answer key

Class: 4

Subject: computer

Chapter: presentation software

Fill in the blanks

1. Smart, class, devices
2. Microsoft, package
3. Title, bar
4. Ribbon, bar
5. Slide, single

Define the following

1. layout : arrangement of items making up a slide in a presentation
2. Navigate: moving from one slide to another
3. Slide show: a series of slides shown full on the computer

Complete the statement

1. at the bottom of the PowerPoint
2. on the left side of the PowerPoint window
3. with extensions .pptx.
4. slides on the full computer
5. that make up a slide in a presentation

Answer the following questions

1. A presentation is a method of displaying information with the help of pictures, maps, charts, audios, videos and text.

2. Microsoft PowerPoint is a part of the Microsoft office package which can be used for creating presentations on the computer.

3. The different components of the PowerPoint window are the title bar, ribbon, file tab, slide pane, slide tab, outline tab and status bar.

4. When you start PowerPoint it opens a new presentation with the title 1'.The slide pane shows a slide with two placeholders. This slide is known as the title slide.

5. Slides tab displays all the slides in a small view Outline tab displays only the text written on the slide

6. A placeholder is a box with dotted borders. You can place text and pictures inside it.

Questions from the text book

Check your progress (pg 70)

Rearrange the letters to form words related to PowerPoint.

1. Slide

2. Presentation

3. Ribbon

4. Title bar

5. Placeholder

6. Status bar

Check your progress (pg 73)

True and false

1. True

2. False

3. True

4. True

Test yourself (pg 78)

B. Name the short cut keys

1. CTRL+M

2. CTRL+S

3. CTRL+O

4. CTRL+M

5. F5 key

C. Who am I?

1. File tab

2. Placeholder

3. Status bar