

Welland Gouldsmith School

Class :4

Subject: computer

Chapter : presentation software

Presentation software

A presentation program or software is a package used to display information in the form of a slide show.

It helps the speaker with easier access to his / her ideas and the participants with the visual information which complements the speaker. Thus to make a presentation a software is required which is called Microsoft PowerPoint which helps in creating these presentations.

(*please do this work in your interleaf exercise book)

Fill in the blanks

1. A _____ is one that uses an interactive smart board and other _____
2. _____ PowerPoint is a part of the Microsoft office _____
3. The _____ is located at the top of the PowerPoint window
4. The _____ lies just below the title _____
5. A _____ is a _____ page in a presentation

Define the following

1. layout
2. Navigate
3. Slide show

Complete the statement

1. The status bar is present
2. The navigation pane is located
3. All power points are saved
4. A slide show displays a series of
5. A slide layout is an arrangement of all the items

Answer the following questions

1. Define presentation.
2. What is PowerPoint?
3. What are the different components of the PowerPoint window?
4. How can you create a new presentation?
5. What is the difference between slide tab and outline tab?
6. Define placeholder.

(**Note** :in addition to the worksheet given please do exercise check your progress on page 70, check your progress on page 73, exercise B & C on page 78)

