

**ST. THOMAS SCHOOL, LONI**  
**CLASS VI-\_\_\_**  
**CHAPTER 5 AND 6- POWERPOINT**  
**COMPUTER WORKSHEET**

## KEYWORDS

- **Presentation-** It is made up of a collection of slides arranged sequentially to convey an idea.
- **Slide-** Each page of a PowerPoint presentation is called a slide.
- **Placeholders-** The boxes in slide with dotted or hatch marked border which can hold text, image, graphs, tables etc. in it.
- **Design Templates-** It provides uniformity in the presentation by applying similar kind of backgrounds, colours and layouts in the presentation.
- **Slide orientation-** There are two types of orientation available for slides- Landscape and Portrait.
- **Slide layouts-** Slide layout refers to the design and placement of different elements on a slide. The default slide layout is a title slide layout.
- **Slide transition-** Graphical effect inserted while moving between slides are known as slide transitions.
- **Slide animation-** When we apply effects within a slide on text or graphics it is known as slide animation.
- **Views in PowerPoint-** There are 6 types of views available to see our presentation- Normal view, slide sorter view, slide show view, outline view, reading view and notes page view.
  - 1) Normal view- It is used for creating the presentation and editing it.
  - 2) Slide sorter view- It displays the thumbnail version of all the slides in horizontal rows with their slide timing.
  - 3) Slide show view- It displays the slide in full screen with all the visual effects.
  - 4) Outline view- It shows the main headings and sub-headings of a presentation.
  - 5) Reading view- In this view, the slide show fits in a window.
  - 6) Notes page view- It shows a small picture of slide with notes section under it.



Portrait



Landscape

## Shortcut keys for PowerPoint

Action	Shortcut Key
Insert a new slide	Ctrl+M
Select all items in a slide	Ctrl+ A
Cut the selected items	Ctrl+X
Copy the selected items	Ctrl+C
Paste the selected items	Ctrl+V
Start a Slide show	F5
End a slide show	Esc
Undo (going one step back)	Ctrl+Z
Redo (Coming forward after undo)	Ctrl+Y
Save the slide show	Ctrl+S
Open a new slideshow	Ctrl+N
Open a previously saved slideshow	Ctrl+O
Spell check	F7
Bold (Selected text)	Ctrl+B
Italic (Selected text)	Ctrl+I
Underline (Selected text)	Ctrl+U

## Important icons we use in PowerPoint

Icon	Name of icon	Tab (in which icons are available)
	Table	Insert Tab
	Chart	Insert Tab
	New Slide	Home Tab
	Shapes	Insert Tab
	Photo album	Insert Tab
	Pictures	Insert Tab
	Smart Art	Insert Tab
	Audio	Insert Tab
	Video	Insert Tab

	Design template	Design Tab
	Slide sorter View	View Tab
	Normal View	View Tab
	Notes page view	View Tab
	Start slide show from beginning	Slide Show Tab

## WORKSHEET

- Which option will be used to change a black and white boring presentation into a coloured one?  
A) WordArt                      B) Design Templates                      C) Images
- The shortcut key to save our presentation:-  
A) Ctrl+X                      B) Ctrl +S                      C) Ctrl+A
- Name the tab which has shapes option in it-  
A) Insert                      B) Design                      C) View
- By this feature, we can apply visual effects on the entrance of slide-  
A) Transition                      B) Video                      C) SmartArt
-  This icon is used to insert \_\_\_\_\_ in a presentation.  
A) Audio                      B) Video                      C) Picture
- The view in which we can see all the slides in full-screen view-  
A) Normal View                      B) Slide Show View                      C) Outline view
- In which tab, the open command is available:-  
A) Insert                      B) Design                      C) File
- The option through which we can insert flowcharts and diagram in a presentation-  
A) Shares                      B) Smart Art                      C) Audio
- The shortcut key use to make text "Bold"-

- A) Ctrl + A                      B) Ctrl +B                      C) Ctrl + C
10. Which option is used to insert a picture in our presentation which is created in paint-  
A) Shapes                      B) Pictures                      C) SmartArt
11. Which view is used to edit the text in our presentation-  
A) Slide show view                      B) Slide sorter                      C) Outline view
12. A page in PowerPoint is called-  
A) Document                      B) Slide                      C) Worksheet
13. By this feature, we can apply visual effects on a picture in our slide-  
A) Shapes                      B) Animation                      C) Comments
14. Which tab has a reading view option in it-  
A) Insert tab                      B) Home tab                      C) View tab
15.  In which tab you will find this icon-  
A) Home tab                      B) View tab                      C) Insert tab