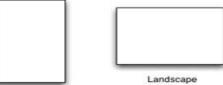
ST. THOMAS SCHOOL, LONI CLASS VI-___

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.



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) <u>Slide sorter view</u>- It displays the thumbnail version of all the slides in horizontal rows with their slide timing.
- 3) <u>Slide show view</u>- It displays the slide in full screen with all the visual effects.
- 4) <u>Outline view</u>- 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.

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
1	Chart	Insert Tab
*	New Slide	Home Tab
\Diamond	Shapes	Insert Tab
	Photo album	Insert Tab
	Pictures	Insert Tab
	Smart Art	Insert Tab
4))	Audio	Insert Tab
	Video	Insert Tab

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

	WO	RKSHEET		
1.	Which option will be used to change a black and white boring presentation into a coloured one?			
	A) WordArt	B) Design Templates	C) Images	
2.	The shortcut key to save ou A) Ctrl+X	ur presentation:- B) Ctrl +S	C) Ctrl+A	
3.	Name the tab which has sh	apes option in it-		
	A) Insert	B) Design	C) View	
4.	By this feature, we can app A) Transition	ly visual effects on the e B) Video	entrance of slide- C) SmartArt	
5.	This icon is used to ins	sert in	a presentation.	
	AT AUDIO	B) Video	C) Picture	
		B) Video	C) Picture	
6.	The view in which we can s A) Normal View	,	·	
C	The view in which we can s A) Normal View In which tab, the open com	ee all the slides in full-so B) Slide Show View Imand is available:-	creen view- C) Outline view	
C	The view in which we can s A) Normal View	ee all the slides in full-so B) Slide Show View	creen view-	
C	The view in which we can s A) Normal View In which tab, the open com	ee all the slides in full-so B) Slide Show View Imand is available:- B) Design	creen view- C) Outline view C) File	
7.	The view in which we can s A) Normal View In which tab, the open com A) Insert The option through which we can s	ee all the slides in full-so B) Slide Show View Imand is available:- B) Design	creen view- C) Outline view C) File	

	A) Ctrl + A	B) Ctrl +B	C) Ctrl + C	
10.	Which option is used to created in paint-	insert a picture in ou	r presentation which is	
	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 PowerPoir	nt is called-		
	A) Document	B) Slide	C) Worksheet	
13.	By this feature, we can	apply visual effects or	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 w	vill find this icon-		
	A) Home tab	B) View tab	C) Insert tab	

5.1