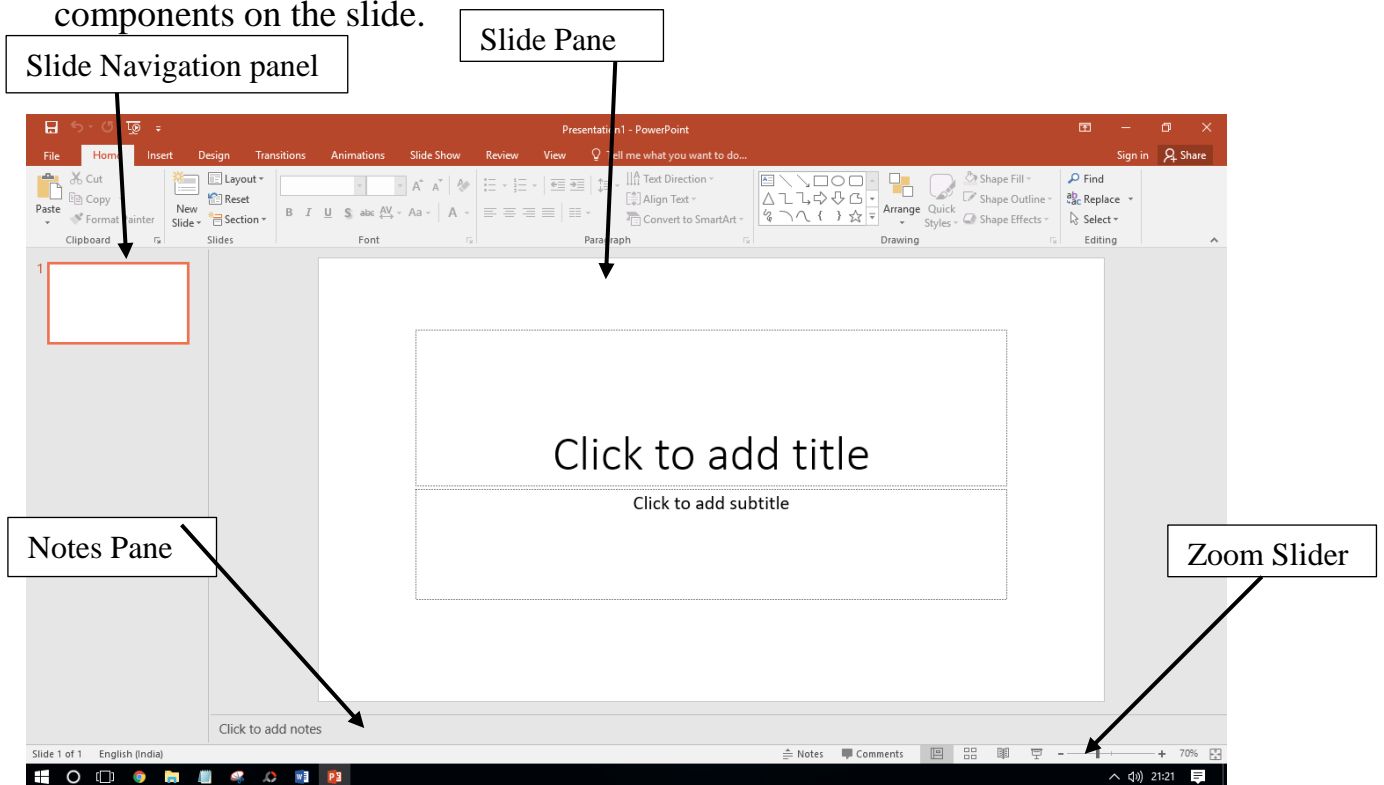


ST. THOMAS SCHOOL, LONI
PRACTICE WORKSHEET (JANUARY)
SUBJECT – COMPUTER, CLASS-IV-_____

NAME: _____ ROLL NO.: _____ DATE: _____

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.
- **Placeholder**- Dotted rectangular boxes on a slide where we can insert text or object is called placeholder.
- **Design Templates**- Templates are predefined presentations with customized formatting and designs.
- **Slide Layout**- A slide layout refers to the general arrangement of various components on the slide.



SHORTCUT KEYS FOR POWERPOINT

Action	Shortcut Key
Insert a new slide	Ctrl+M
Start a Slide show	F5
End a slide show	Esc

ICONS RELATED TO POWERPOINT

Icons	Name of Icons
	New Slide
	Shapes
	Pictures
	WordArt
	TextBox
	Format Painter
	Bullets
	Numbering

After reading the above content solve the following questions-

Q1. Where you can see all the slides in miniature form in Ms PowerPoint window?

Ans. _____

Q2. What is the shortcut key to start a slide show?

Ans. _____


Q3. What we call the general arrangement of different components on a slide?


Ans. _____


Q4. What do you understand by the term 'Placeholder'?


Ans. _____


Q5. Write name of the icons given below-

a)  _____

b)  _____

c)  _____

d)  _____

e)  _____