

ST. THOMAS SCHOOL, LONI
CLASS V-___
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.
- **Design Templates**- It provides uniformity in the presentation by applying similar kind of backgrounds, colours and layouts in presentation.
- **Slide transition**- It appears when one slide changes to other during the slide show view.
- **Slide animation**- When we apply effects on text or graphics in a slide, 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 a presentation and editing it.
 - 2) **Slide sorter view**- It shows all the slides in miniature form with their slide timing.
 - 3) **Slide show view**- It displays all the slides one by one in full screen with all the visual effects.
 - 4) **Outline view**- It shows the text included in a presentation.
 - 5) **Reading view**- In this view, the slide show fits in a window.
 - 6) **Notes page view**- It shows a smaller picture of slides with the notes under it.

SHORTCUT KEYS FOR POWERPOINT

Action	Shortcut Key
Insert a new slide	Ctrl+M
Select all	Ctrl+ A
Cut (After selection)	Ctrl+X
Copy (After selection)	Ctrl+C
Paste (After cut or copy)	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
Spelling 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 they 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

(Note: - After reading the keywords, do the worksheet)

Tick the correct option-

1. In this tab, you will find the save command-
A) Insert B) Design C) File
2. A page in PowerPoint is called-
A) Document B) Slide C) Worksheet
3. The view in which we can see all the slides in miniature form-
A) Normal View B) Slide sorter C) Outline view
4. This view is used to edit the text in our presentation-
A) Slide show view B) Slide sorter view C) Outline view
5. The option used to insert flowcharts and diagram in a presentation-
A) Shares B) Smart Art C) Audio
6. The tab which has shapes option in it-
A) Insert B) Design C) View
7. The tab that has a reading view in it-
A) Insert tab B) Home tab C) View tab
8. This feature is used to apply visual effects on slide entrance-
A) Transition B) Video C) SmartArt
9. By this feature, we can apply visual effects on a picture in our slide-
A) Shapes B) Animation C) Comments
10. This option is used to insert a picture in our presentation which is created in paint-
A) Shapes B) Pictures C) SmartArt