



**Class IV**

**PA III - Assignment 20-21**

**Sub: Computer**

**1. Slide show Tick ( ) the correct answer.**

- 1) Which of the following can a slide contain?  
a. text            b. images            c. sound and videos            **d. all of these**
- 2) when a series of slides is presented one after another, the presentation is called a  
**a. slide show**    b. slide sorter            c. slide bar            d. none of these
- 3) Which tab displays all of the slides in a small view?  
**a. slide tab**    b. file tab            c. insert tab            d. ribbon
- 4) Which key will you press and hold to select non-adjacent slides you want to delete?  
a. ALT            b. ENTER            **c. CTRL**            d. ATL
- 5) Which of the following is the first thing you would do to make changes to a picture?  
a. Delete the picture            b. Copy the picture  
**c. Select the picture**            d. Paste the picture
- 6) Which option will you use to remove part of the picture?  
a. paste            b. Copy            c. Select all            **d. Crop**
- 7) In which of the following options will make a picture appear slanted?  
a. Crop            **b. Skew**            c. Rotate            d. Resize
- 8) Which option helps you to make copies a picture?  
a. Resize            b. Skew            **c. Copy**            d. Cut
- 9) Which of the following is the main working area in PowerPoint?  
a. placeholder            **b. Slide pane**            c. title bar            d. Ribbon
- 10) In which group are the copy and cut options present?  
a. image            **b. Clipboard**            c. Tools            d. Shapes

**2. Write True or false.**

- 1) PowerPoint 2010 is a part of MS office Package. **TRUE**
- 2) A PowerPoint presentation consists of pages called slides. **TRUE**
- 3) When a series of slides is presented one after another, the presentation  
Is called a slide show. **TRUE**
- 4) The slide pane is the main working area. **TRUE**
- 5) The title bar is located at the bottom of the PowerPoint window. **FALSE**
- 6) You can crop a picture, delete it, resize it or copy it. **TRUE**

7) Free-form selection is used to select an irregular part of a picture. TRUE

8) The delete option removes the selected part of a picture. TRUE

### 3. Fill in the blanks.

1. The title bar is located at the top of the PowerPoint Window.
2. The outline Tab displays only the text written in a slide.
3. You can use the Normal view button to view slides one by one.
4. Press the F5 Key on the keyboard to start a slide show from the first slide.
5. Use the select tool to select a part of the picture that you want to change.
6. To select an irregular part of the picture, click on free-form selection.
7. Use the Rotate option to flip a picture of a part of it.
8. Use the Paste from option to paste an existing picture into paint.

### 4. Match the columns.

1. PowerPoint ----- Outline tab
2. F 5 Key ----- Slide show
3. Ms Paint----- resize and skew