



पुर्ना International School
Shree Swaminarayan Gurukul, Zundal

Class -IV

Super Computer

Specimen Copy

Year 2020-21

Ch-5

Introduction to Ms PowerPoint 2010

Focus of the Chapter:

- Starting MS PowerPoint 2010
- Creating a presentation
- Saving a presentation
- Viewing a slide show
- Closing a presentation
- Exiting PowerPoint
- Opening a saved Presentation

CHECKPOINT:

Write T for True or F for False.

1. PowerPoint 2010 is a part of the MS office package. **T**
2. A PowerPoint presentation consists of pages called files. **F**
3. When a series of slides is presented one after another, the presentation is called a slide show. **T**
4. The title bar is located at the bottom of the PowerPoint window. **F**
5. The slide pane is the main working area. **T**

Exercise corner:

A. Tick (✓) the correct answers.

1. Which of the Following can a slide contain?
(A) Text _____ (B) Images _____
(C) Sound and videos _____ (D) All of there _____
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 of the Following is the main working area in PowerPoint?
(A) Placeholder _____ (B) Slide pane _____
(C) Title bar _____ (D) Ribbon _____
4. Which tab displays all the slides in a small view?
(A) Slides tab _____ (B) File tab _____
(C) Insert tab _____ (D) Outline tab. _____
5. Which key will you press and hold to select non-adjacent slides you want to delete?

(A) ALT _____

(B) Enter _____

(C) CTRL _____ ✓ _____

(D) ALT _____

B. Fill in the blanks.

1. The title bar is located at the top of the PowerPoint window.
2. A Slide has one or more Place holder.
3. The outline tab displays only the text written in a slide.
4. You can use the Normal view button to view slides one by one.
5. Press the F5 key on the keyboard to start a slide show from the first slide.

C. Match the columns.

1. to run a slide show
2. to close a presentation
3. to see all the slides in a series of rows
4. to run a slide show from the beginning
5. to insert pictures

Ans : (1 – d) (2 – a) (3 – e) (4 – c) (5 – b)

Ch- 6

Playing with Images in Paint

Focus of the Chapter:

- Selecting a picture · Cropping a picture · Resizing and skewing a picture
- Rotating and flipping a picture · Moving and copying a picture
- Pasting an existing picture into paint

CHECKPOINT:

Write T for True or F for False.

1. You can crop a picture, delete it, resize it or copy it. T
2. Free-form selection is used to select an irregular part of a picture. T
3. The Delete option removes the selected part of a picture. T
4. The part of a picture you want to keep is removed after applying the crop option. F

Exercise corner:

A. Tick (✓) the correct answers.

1. 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. _____
2. Which option will you use to remove part of a picture?
(A) Paste _____ (B) Copy _____
(C) Select all _____ (D) Crop _____ ✓ _____
3. Which of the Following option will make a picture appear slanted?
(A) Crop _____ (B) Skew _____ ✓ _____
(C) Rotate _____ (D) Resize _____
4. In which group are the Copy and Cut option present?
(A) Image _____ (B) Clipboard _____ ✓ _____
(C) Tools _____ (D) Shapes _____
5. Which option helps you to make copies of a picture?
(A) Resize _____ (B) Skew _____
(C) Copy _____ ✓ _____ (D) Cut _____

B. Fill in the blanks.

1. Use the **select** tools to select a part of the picture that you want to change.
2. To select an irregular part of the picture, Click on **free-form** Selection.
3. To open the Resize an Skew dialog box, press CTRL + **W**.
4. Use the **rotate** option to flip a picture or a part it.
5. Use the **paste from** option to paste an existing picture inti Paint.