पुष्ना International School
Shree Swaminarayan Gurukul, Zundal

Class -V
Super Computer
Exercise Corner
Specimen Copy
Year- 2020-21

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CH-5 Creating a Presentation

❖ **Focus of the chapter**

1. Selecting a layout for a blank presentation

2. Working with text boxes

3. Formatting text

4. Applying themes

5. Creating a presentation using a sample template

6. Viewing a presentation

7. Running a slide show

❖ **Keywords**

❖ **Placeholder**-a box with dotted borders designed for the placement of content on a slide.
❖ **Slide layout** – the arrangement of items such as text and pictures in placeholders on a slide.
❖ **Theme** – a readymade design for color schemes, font styles, layout, background and placement of text boxes.
❖ **Template** – a ready-to-use design of a presentation

❖ **Checkpoint**
Rearrange the following steps to insert a text box in a slide.

3 Click on the slide. A textbox appears with the cursor inside it.

4 Type the text inside the new text box.

2 Click on Text Box in the Text group.

1 Click on the Insert tab.

❖ **Exercise Corner**

A. Tick(✓) the correct answers.

1. Which of the following is a ready-to-use design of a presentation?

A. Template

2. Which of the following is an arrangement of items such as text and pictures on a slide?

A. Layout

3. Which of the following is a set of pre-designed format that includes text, background and color schemes?

A. Theme

4. By default, the text in a text box is aligned to which position?

A. center

5. Which of the following views can be used to make changes to the content of a slide?

A. Normal

B. Identify the view buttons in the following figure. Where can you find these buttons in the Powerpoint window?

B. MS Powerpoint offers different views for a presentation. Which view would you choose for the following?

1. thumbnails of all the slides in the presentation – **slide sorter**

2 one slide at a time in the presentation – **slide show**

F. ACTIVITY

Rearrange the letters to form words related to Powerpoint.

1. E M P T L E A T – TEMPLATE

2. A Y L T O U – LAYOUT

3. E M E T H – THEME

4. S I D L E - SLIDE

CH-6 Formatting a Presentation

❖ **Focus of the chapter**

1. Slide master

2. Adding a textbox to the slide master

3. Applying a theme to the slide master

4. changing the color scheme of a theme

5. changing the background color

6. Animations

7. Transitions

❖ **Keywords**

➢ **Slide master** – a slide that stores information about the fonts, colors, effects, backgrounds, themes and the size and positioning of placeholders in a presentation

➢ **Animation – any special effect that is added to the text and objects on a slide.**

➢ **Transition** – motion effects that are seen when you move from one slide to the next during a slide show.

❖ **Checkpoint 1**

Fill in the blanks to complete the steps to add a text box to the slide master.

1. Open the **slide master** view

2. Click on the **slide master** to select it.

3. Click on the **insert** tab

4. click on **Text box** option in the **text** group

5. click and drag the mouse to draw a **text box** and type the text.

6. click on the **slide master** tab

7. click on the **close master view** button.

❖ **Exercise Corner**

A. Tick (✓) the correct answers.

1. The slide Master option is available on which of the following tabs?

A. View

2. Which tab is used to change the background color of a slide?

A. Design

3. You can select a texture for background under which option?

A. Picture or texture fill

4. Which option is used to increase or decrease the height of the colors?

A. Gradient stops

5. Any special effect that is added to the text and objects on a slide is known by which term?

A. Animation

B. **Rearrange the following steps to change the color scheme of a theme in the slide master.**

3 Click on the colors drop-down arrow to open a list of colors.

4 click and select a color scheme

1 open the slide master view and select the slide master.

2 click on the themes drop-down arrow to open a list of themes.

D. Name the following options available under the Gradient fill option.

1. - Preset colors option

2. - Direction option

3. - Type option

CH-7 Using the Internet

❖ **Focus of the chapter**

1. Connecting to the Internet
2. Internet Explorer
3. Electronic Mail(email)
4. Signing in
5. Sending and reading an email
6. Signing out
7. E-greetings

❖ **Keywords**

➢ **ISP** – an organization that provides Internet services

➢ **Modem** – a device needed to connect a computer to the ISP.

➢ **Web browser** – software used to access web pages on the Internet.

➢ **Email** – a message sent from one computer to another with the help of the Internet

➢ **Inbox –** a folder where emails received by you are held.

❖ **Checkpoint**

Put a tick against the correct buttons.

1. This button reloads the current web page.

2. This button stops the page from loading onto the browser window.

3. This button bookmarks your favorite web pages.

4. This button contains options for saving your web pages.

5. This button takes you back to the previous page.

> **Activity**

Number the steps in the correct order to create an email account using Gmail.

2 Click on create an account

1 Type www.gmail.com in the address bar and press the Enter key.

4 Choose your username that you wish to use and create a password for your account.

8 A welcome screen appears. Click on Continue to Gmail.

5 Fill in the remaining details.

6 Check the box next to 'I agree to the Google Terms of service and Privacy Policy'

7 Click on the Next Step button.

3 Fill in your first and last names.

❖ **Exercise Corner**

A. Tick (✓) the correct answers.

1. Which of the following do you need to connect to the Internet?

A. all of these

2. Which of these buttons takes you back to the first page of the website

A. Home

3. Which of these buttons contains options to save the webpage and clear the browsing history?

A. Tools

4. Which of these can be sent as an attachment in an email?

A. all of these

5. You should always close your email account after completing your work. Which option allows you to do this

A. Sign out

B .Write T for True or F for False.

1. A web browser is a type of software used to access the web pages on the Internet. – <u>T</u>

2. To write and send an email, you need to sign out from your account. – <u>F</u>

3. The unread emails are shown as normal text with a shaded background. – <u>F</u>

4. There are many websites that provides the facility of sending e-greetings on birthdays.. – <u>T</u>

C. Name these icons and write their use.
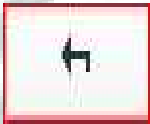
1. - <u>Back to Inbox Button</u> – <u>To go back to your inbox</u>
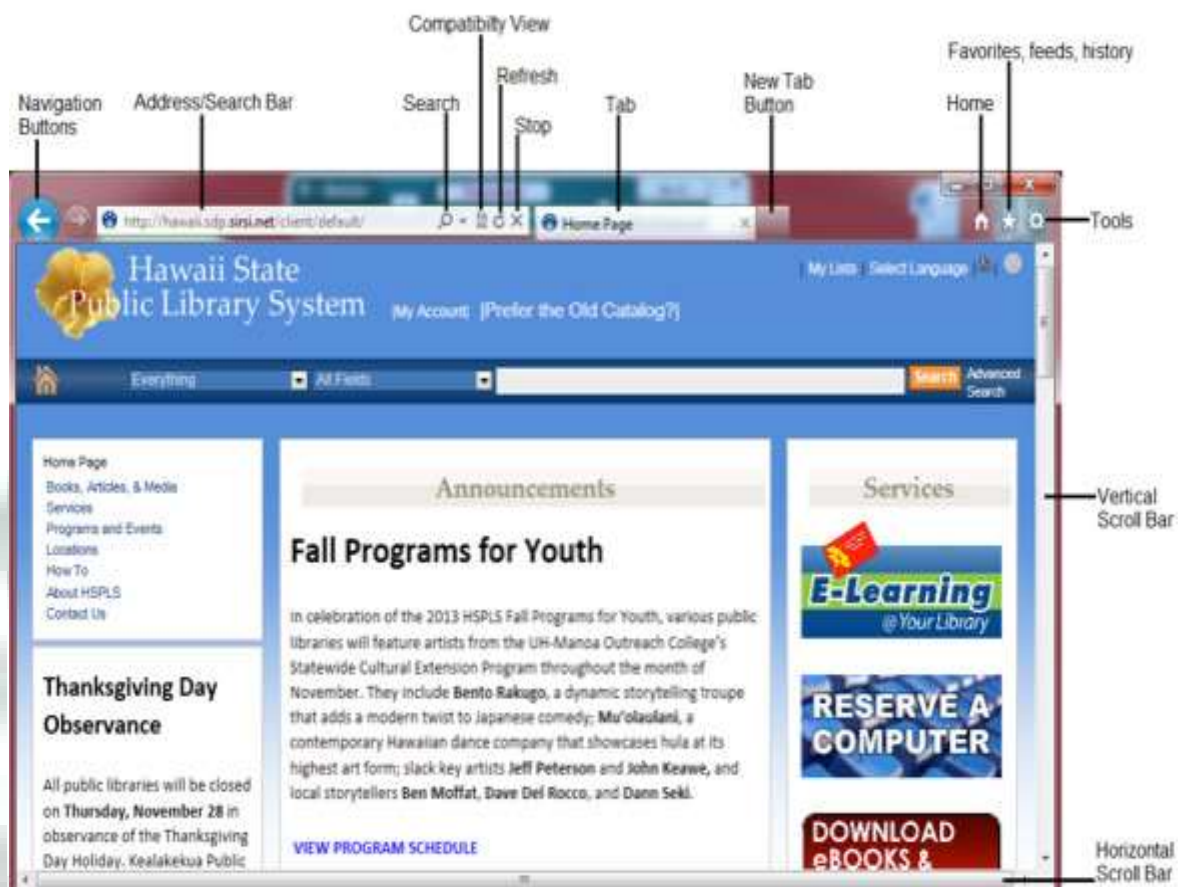
2. - <u>Internet Explorer</u> – <u>To access web pages on the Internet</u>

3. - <u>Delete button</u> – <u>To delete unwanted emails.</u>

E. Label the different parts of the Internet Explorer toolbar.

F. Number the steps in the correct order to send an email.

5 After typing the message, click on the Send button.

1 Click on Compose

4 Type the message in the Message box

3 Type the subject of the email in the Subject box.

2 Type the email address of the receiver in the To box.

G. Complete the crossword with the help of the clues given below.

1. MODEM

2. FAVORITE

3. INBOX

4. WEBBROWSER

5. SIGNOUT

6. HOME

7. COMPOSE

8. STOP