



CLASS - IV COMPUTER SCIENCE NOTES OCTOBER

CHAPTER - 6: FORMATING AND VIEWING A PRESENTATION

A. Tick () the correct option.

1. The down arrow next to the Font Color tool is used to change.
(a) Font color
2. Which tab will you click to insert a picture in a slide?
(a) Insert
3. What are the increase and decrease list level tools used to indent?
(a) Whole paragraph
4. Which tab has the Start Slide Show group?
(b) Slide Show

B. Fill in the blanks using the given words.

1. The text formatting tools are available in the **font** group under the **Home** tab.
2. **Reading** view displays the slide on full screen.
3. **Bullets** and **Numbering** are applied to text to draw attention to certain points.
4. The keyboard shortcut to underline text is **Ctrl + U**.

C. Write true or false.

1. The F6 function key is used to run the slide show. F
2. You can create bulleted or numbering lists in a slide. T
3. Normal View displays a miniature view of all the slides in a presentation. F
4. To copy text, click on Copy button on Clipboard group in Home tab. T

D. Match the following:

1. Copy and paste - Ctrl + C, Ctrl + V
2. Slide Sorter View - miniature view of all the slides
3. Slide Show - F5
4. Cut and Paste - Ctrl + X, Ctrl + V

E. Short answers:

1. What is the use of bullets and numbering?

Bullets and numbering help to organize the information.

- It Emphasize main ideas.
- It will avoid long and complex sentences.

2. What are the increase and decrease list level tools?

- Increase Indent
- Decrease Indent
- Sizing handles
- Zoom tool
- Resize

3. Name the different view options in PowerPoint.

- Normal View
- Slide Sorter View
- Slide Show View
- Reading View

4. Write the two locations from where you can insert pictures in your presentation.

The two locations to insert pictures in presentation are,

- From the computer
- From the web

5. What is the use of format picture tool?

- Format picture tool is used to change its size and position after picture is inserted.

F. Long answers:

1. What is formatting?

Formatting means

- Editing and styling of text,
- Moving of text,
- Deleting of slides,
- Rearranging slides, etc...
- To Format a text in a presentation, you can use text formatting tools available in the Font group under Home tab.

2. Write the steps to format the font size, colour and type in a slide.

Step1: Select the text you have to format.



Step2: Click on the down arrow next to the font size, colour and type tool on the Home Tab.

Step3: Click on the desired font size, colour and type. The size, colour and type of the text changes.

3. Write the difference between Cut and Copy commands?

Cut	Copy
The Cut command deletes the selected text from its original position	Copy command creates a duplicate of the selected text
Keyboard shortcut key is Ctrl + X	Keyboard shortcut key is Ctrl + C

4. What is the use of increasing and decreasing list level tools?

It helps in increasing and decreasing the left indent of the whole paragraph, Click on increase list level  or decrease list level 

5. Write the steps to insert image in a presentation.

Step1: Click where you want to insert the picture on the slide.

Step 2: On the Insert tab, in the Images group, click on Pictures.

Step 3: In the dialog box, browse to the picture you want to insert, click on that picture, and then click on Insert.