



## CLASS - IV COMPUTER SCIENCE NOTES SEPTEMBER

### Chapter - 5 PowerPoint 2016 - an Introduction

#### **A. Tick ( ) the correct option.**

1. Which of the includes texts, pictures, charts, diagrams, audio files, videos and animations?

(b) PowerPoint

2. What are ready-made presentation layouts that contain colours, fonts, effects, background styles, and even content?

(a) Templates

3. A presentation consists of a number of:

(c) Slides

4. How many tabs are there in PowerPoint?

(c) Nine

5. Which of the following tool is on the Quick Access Toolbar by default?

(a) Undo

#### **B. Fill in the blanks using the given words.**

1. .pptx is the extension for a PowerPoint file.

2. Ctrl + M key is used to insert a new slide.

3. In the Slide pane you can view the thumbnails of all the slides of the presentation.

4. To close the presentation and exit from PowerPoint, click on the Close button.

5. A Slide is like a page in a presentation.

#### **C. Write 'T' for true and 'F' for false statements.**

1. A presentation in PowerPoint consists of a number of electronic pages called slides. T

2. PowerPoint 2016 opens with a Presentation Gallery. T

3. Scroll bar displays the current slides, numbers, total number of slides and view buttons. F

4. A PowerPoint presentation is widely used to present views and ideas effectively. T

5. The Insert slide option is present in the Insert tab. F

#### **D. Write short notes on:**

1. Slide

A Single page of a presentation is known as a Slide. Each slide can contain text, animation, audio files, videos, pictures, etc.

## **2. Status bar**

Status bar displays the current slide number, total number of slides and view buttons.

## **3. Placeholder**

A blank slide consists of the dotted rectangular boxes is called Placeholder. A placeholder can contain text, table, chart, pictures or any other component.

## **4. Slide pane**

Slide pane is located on the left side of the interface, the slides pane shows thumbnails of all the slides in the open presentation.

## **5. Slide tab**

This area toggles between Slides view and Outline view. Slides view shows a tiny picture of all the slides in your presentation.

### **E. Short answer questions.**

#### **1. What is PowerPoint? How is it useful for us?**

- Microsoft PowerPoint is a presentation program that helps you to create presentations.
- A PowerPoint presentation is widely used to present views and ideas effectively.

#### **2. What is a placeholder?**

- A blank slide consists of the dotted rectangular boxes is called Placeholder.
- A placeholder can contain text, table, chart, pictures or any other component.

#### **3. What do you understand by a presentation?**

A Presentation is a systematic display of text along with graphics, videos, movies, sounds, etc.

#### **4. How many ways are there to open an already saved presentation?**

There are three ways to open an already saved presentation:

- By using File tab
- Using open button on the Quick access toolbar
- Using the keyboard short cut Keys - Ctrl + O.

### **F. Long answer questions.**

#### **1. List some uses of presentations.**

- A PowerPoint presentation is widely used to present views and ideas effectively.
- Teachers can use presentations to prepare their lesson plans.
- Students can prepare their assignments and projects using MS PowerPoint.

#### **2. What are the steps to open an existing PowerPoint presentation?**

**Answer:** To open an existing PowerPoint presentation:

**Step 1:** Click on the File tab

**Step 2:** Click on Open to display the Open page.

**Step 3:** Click on Browse to open the Open dialog box, type the file name that you want to open and click on the Open button.

### **3. Write steps to start PowerPoint 2016.**

**To start PowerPoint 2016:**

**Step 1:** Click on start button.

**Step 2:** choose PowerPoint 2016.

**Step 3:** Select the blank presentation option under the available templates.

**Step 4:** Blank presentation named presentation 1, with a title slide will appear in the PowerPoint window.

### **4. Explain the main components of MS PowerPoint 2016 window and explain them briefly.**

**Title Bar**

- It contains Minimize, Maximize and Close Buttons.

**Quick Access Toolbar**

- This toolbar contains most frequently used commands such as Save, Undo and Redo.

**Ribbon**

- Ribbon is located below the title bar.
- It holds various features and commands.

**Slide Pane**

- Slide Pane shows thumbnails of all the slides in the presentation.

**Status Bar**

- This displays the current slide number, total number of slides and view buttons.

### **5. Write the steps to add a new slide in your presentation.**

**Answer:** To add a new slide in the presentation,

**Step1:** Click on Home tab on the Ribbon.

**Step2:** Click on **New Slide** button in the Slides group.

**Step3:** Choose the layout for your slide from the drop-down menu.

**Step4:** In this way you can add many slides in a presentation.

### **6. List the steps to save the presentation in PowerPoint 2016.**

**Answer:** Steps to save the presentation in PowerPoint 2016

**Step 1:** Click on File tab→Save option.

**Step 2:** The save As dialog box appears.

**Step 3:** Browse to the location where you want to save your presentation.

**Step 4:** Type a name for your presentation in the File name box.

**Step 5:** Click on Save button.

Your presentation will be saved with the extension .pptx .