ORANGE

WORKSHEET ①

CODEGPT
Ver. 4.0

Chapter-4

CLASS 4

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO POWERPOINT 2019

A. Tick (✓) the correct option.

1. To start PowerPoint 2019, click on the start button on the ....

   a. Title bar ☐   b. Status bar ☐   c. Task bar ☐

2. Which of these displays the slides as thumbnails?

   a. Outline pane ☐   b. Slide pane ☐   c. Work area ☐

3. Which of these is a presentation making software?

   a. Paint ☐   b. PowerPoint 2019 ☐   c. Word 2019 ☐

4. Arrangement of text, graphics, images, etc., in a slide is known as ....

   a. Animation ☐   b. ClipArt ☐   c. Layout ☐

B. Fill in the blanks using the hints given below:

Hints: presentation, Themes, top

1. The title bar is located at the .... of the MS PowerPoint window.

2. A .... is a collection of slides.

3. .... are an in-built feature which offer us a quick way of changing the layout and background of the presentation.

C. Match the following:

1.   a. Online Pictures

2.   b. Insert Table

3.   c. Insert Chat

4.   d. Pictures

5.   e. 3D Model

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____