

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi – 110092
Session: 2025 - 26

Class : IV

Subject: Computer

Topic: Ch-4 (WS)

Q1. Fill in the blanks:

1. Microsoft Power Point is used to create _____.
2. A single page in a presentation is called a _____.
3. The _____ is the arrangement of text, images, charts etc. on a particular slide.
4. _____ is a default view where you can create and edit slides.

Q2. State whether these statements are true or false:

1. A slide is a part of Power Point Presentation. _____
2. F5 is the short cut key to view the slide show. _____
3. Ctrl + M is the short cut key to insert a new slide. _____

Q3. Label the components of Power Point Windows.

