

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi-110092

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Class: IV

Subject: Computer

Topic: Ch- 6

(MORE ON POWERPOINT 2016)

Quiz Bee — Page No 63

Answer: Slide Sorter View

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1. a. (iii) b. (iii) c. (i) d. (ii)
2. a. Backstage b. presenter c. nine d. Slide show

Q/Ans

Ans 1 The slide layout is the arrangement of text, images, ClipArts, charts, etc., on a particular slide.

Ans 2. Outline view displays the text of each slide in the left pane. It allows us to view and edit the content of the slides in an outline form and move content from one slide to another easily.

- Ans 3.**
1. Click on the Design tab.
 2. Select a theme from the Themes group.
 3. Select a variant from the Variants group.

- Ans 4.**
1. It is used to run the presentation in full-screen mode.
 2. We can show the presentation to the audience.
 3. All applied effects are visible during the slide show.
 4. We can choose to run the show from the beginning or from the current slide.

Difference Between

Q. Difference between Reading View and Slide Sorter View.

Reading View	Slide Sorter View
a) Used to view the presentation in a window (not full screen) with simple controls.	a) Shows miniature versions (thumbnails) of all slides.
b) Helpful for reviewing the presentation easily.	b) Helpful for rearranging, adding, or deleting slides.
c) Slides are shown one at a time with navigation buttons.	c) All slides are displayed together on one screen.
d) Ribbon and slide pane are hidden.	d) Full overview of the presentation is visible.

5. **Application Based Question**

- a. Sumit will find the theme options under the Design tab.
- b. To change the slide layout, follow these steps:
 1. Select the slide to change the layout.
 2. Click on Home tab.
 3. Click on Layout drop-down list present in the Slides group.
 4. Choose the desired layout.