

ST. ANDREWS SCOTS SCHOOL

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

Session: 2026-2027

Class- IV

Subject- Computer

L-5 (Introduction to PowerPoint 2016)

Assess Yourself (Pg.47)

1. Tick (✓) the correct option

- a (i)
- b (iii)
- c (i)
- d (ii)

2. Fill in the blanks

- a Slide
- b Quick access toolbar
- c Title
- d Presentation

3. Answer in one word

- a. Ribbon
- b. Alt+F4
- c. Ribbon
- d. Slide sorter view

5. Answer the following questions

a. What do you understand by a presentation?

Ans. A Presentation is a sequential display of information using text, graphics, audio, video, and animation.

b. Write the name of any two components of PowerPoint.

Ans. Title Bar and Quick access toolbar.

c. Write steps to save presentation.

Ans. The steps to save a presentation are as follows:

- 1 Click on the File tab.
- 2 Click on the Save or Save As option.
- 3 Click on Browse and type the file name.
- 4 Click on the Save button.

d. How will you delete a slide in PowerPoint?

Ans. To delete a slide, follow the given steps:

1. Right-click on the slide in the Slide Navigation Pane.
2. Click on the Delete Slide option.

e. What is PowerPoint? Write the steps to open an existing presentation.

Ans. PowerPoint is a application software developed by Microsoft.

Steps to open a saved presentation:

- 1 Click on the File tab.
- 2 Click on Open.
- 3 Click on Browse.
- 4 Navigate to the folder and select the file.
- 5 Click on Open.

5. Application based questions

a. Slide Sorter lets Swati see all her slides at once as small thumbnails. She can easily select and delete the unnecessary slides without opening each one.

b. To add a new slide, he will follow the given steps:

- 1 Click on the New Slide drop-down list in the Slides group.
- 2 Select the type of slide that he want to add.