

NAAHAR PUBLIC SCHOOL CBSE SENIOR SECONDARY, VILLUPURAM
ASSESSMENT - VI

SUBJECT : COMPUTER SCIENCE
TEACHERS INTIAL : MS. KAVINILAVU
GRADE : IV
NAME: _____

MARKS :50
DATE: 03 .03.2023
DUR: 90 MINS

I. Fill in the blanks

(8*1=8)

1. We can choose from many _____ while creating a new slide.
2. We can easily apply themes and _____ to our presentations.
3. A slide show is the presentation of all the _____ that we create in PowerPoint.
4. PowerPoint by default displays the title slide in the _____ when loaded .
5. The theme gives _____ to our slide; it is a set of _____ and background.
6. To add text ,click inside the _____ and type.
7. Themes are available in the _____ tab.
8. We can change or add the _____ of the selected theme.

II. Match the following

(8*1=8)

1. Frequently used comments ---- text of the slides
2. File name and the application ___ presentations software
3. Microsoft PowerPoint ___ quick access bar
4. Presentation ___ contains slides
5. Status bar ___ title bar
6. Outline tab ___ at the bottom
7. Placeholders ___ content of the slides
8. Tabs ___ command group

III. Complete the following processes

(10*1=10)

To load PowerPoint

1. Click on the _____ button.
2. Select all _____.
3. Select Microsoft _____.
4. Click on Microsoft Office _____.

To add the background

1. Choose the _____ tab .
2. Click on the _____ button.
3. Select the background you want

To save the presentation file.

1. Click on the _____ tab
2. Click on _____ option .A dialogue box will appear .
3. Select the path and type the file name in the _____ textbox .
4. Click on _____ button

IV. Choose the correct answer

(5*1=5)

(Ribbon ,images ,presentation ,slides, title)

1. Type of software that helps in teaching and advertising _____.
2. A page in a presentation _____
3. It shows that 'tabs' which show several command groups _____.
4. The bar that display the name of the file _____
5. These can be included in presentation _____

V. MISSING LETTERS

(5*1=5)

1. Pre _____ entation
2. _____ utton
3. P _____ werpoint
4. Slid _____
5. S _____ atus

VI. Define the following

(2*2=4)

1. Ribbon
2. Work area

VII. Answer the following questions

(5*2=10)

1. Name any one presentation software.
2. Name the default buttons on quick access toolbar.
3. Name the group in which new slide button is located.
4. Which tab is used to apply a theme to the presentation?
5. Which key on keyboard is used to run a PowerPoint presentation?