



## Gurunanak & Chandraketu Pandya English Medium School

Shri Rajanikant Vyas & Chandraketu Pandya English Medium Higher Secondary School

(Pre-Primary, Primary, Secondary & Higher Secondary - Science and Commerce Stream)

Kumbhanath Society, Aavkar Hall Road, Maninagar, Ahmedabad-8. Ph. 25450086 • www.gnchool.com

Std: 5th

F.A. 3

Sub: Computer

Marks: 90

### Q.1 Questions and answers:

1. What is a Power Point Presentation?
2. What is a slide?
3. What is Slide Show view? How do we operate it?
4. Define a placeholder.
5. What are the Do's and don'ts for a Power Point presentation?
6. Why do we need to insert a graphic in a documnet?
7. What are Clip Arts? What are the varoius ways to insert them in a documnet?
8. Write the steps to add WordArt in MS word.
9. What are AutoShapes? How do we use them?
10. What is SmartArt? How do we use it in MS Word?

### Q.2. Tick the correct answer:

1. \_\_\_\_\_ is the main editing view where we write and design our presentations.  
Normal view                      Slide Show view              Slide sorter view
2. \_\_\_\_\_ is a series of pages called slide.  
Texture                      Presentation                      placeholder
3. \_\_\_\_\_ are boxes with doted borders that are a part of most slide layouts.  
Placeholder                      slides                      Textures
4. \_\_\_\_\_ fview shows all the sides added in a presentation in a miniature form.  
slide sorter                      normal                      slide show
5. \_\_\_\_\_ pane is located just below the SLide pane.  
Task                      clip Art                      Notes
6. MS Word has a ready-made gallery of pictures. It is called\_\_\_\_\_  
Clip Art                      Clip images                      Clip Pictures
7. We can create stylized text with various special effects. It is called\_\_\_\_\_  
Word Effetcs                      WORDArt                      Text Style
8. A \_\_\_\_\_ consist of rows and columns.  
Table                      Box                      Graphic
9. \_\_\_\_\_ is a way of creating a visual presentation of facts and information.  
Auto Shapes                      Clip Art                      Smart Art
10. \_\_\_\_\_ determines the relationship between text and picture.  
Text Wrap                      Resizing                      Merging

### Q.3 Fill in the blanks:

1. \_\_\_\_\_ is a text-styling tool of MS Word.
2. \_\_\_\_\_ are ready-made images used to illustrate a document.
3. We can \_\_\_\_\_ a graphic after inserting it in a documnet.
4. A table can be of great use to create interesting \_\_\_\_\_ of text and graphics.
5. Each cell of a table can hold \_\_\_\_\_ or \_\_\_\_\_.
6. \_\_\_\_\_ are vertical cells and \_\_\_\_\_ are horizontal cells.
7. A shape inserted in a document can be \_\_\_\_\_.
8. \_\_\_\_\_ is a way of creating a visual presentation of facts and information.

9. A Powerpoint presentation is a collection of \_\_\_\_.
10. \_\_\_\_ view is the main editing view.
11. The \_\_\_\_\_ view is used to present the whole screen to an audience.
12. A slide layout arranges the slide \_\_\_\_\_.
13. \_\_\_\_\_ are boxes with dotted borders in a slide layout.
14. \_\_\_\_ is the way we present, organize and arrange a presentation.
15. \_\_\_\_ of a slide helps to emphasize on different sections of a presentation.
16. \_\_\_\_ graphics can be used to add visuals to slides that contain text.

**Q.4. True or False:**

1. A title slide always appears first in PowerPoint 2010.
2. There is a View toolbar at the bottom left corner of the Powerpoint window.
3. Normal View is the main editing view where we can write and design our presentation.
4. Notes Pages view is used to present the whole screen to an audience.
5. A slide layout contains different types of placeholders.
6. We can rotate a placeholder by clicking on the red circular handles.

**Q.5. Match the following:**

Column A

Column B

- |            |                                  |
|------------|----------------------------------|
| 1. Ctrl+N  | a) Run a slide show              |
| 2. Ctrl+O  | b) Insert a new slide            |
| 3. Ctrl+ S | c) Open an existing presentation |
| 4. Ctrl+M  | d) Save a presentation           |
| 5. F5      | e) Create a blank presentation   |

Fill in the blanks:

1. \_\_\_ help to organize information systematically.
2. \_\_\_\_\_ can be recorded and added to a presentation.
3. \_\_\_\_\_ are structures for presenting data in rows and columns.
4. The movements and sound given to the text or slides is called \_\_\_ effect.
5. \_\_\_\_\_ are drawing features that helps us to draw geometrical figures.
6. A \_\_\_\_\_ is a special effect that determines how a slide appears in a Presentation.
7. \_\_\_\_\_ is the additional effect given to a presentation.

6. Write the steps to insert photo album to a presentation.
7. What is animation? How do we apply built-in animation effect to a slide?
8. Why do we need to add graphics and animation to a presentation?
9. How will we add advanced animation effect to a presentation?
10. How can we insert sound in a presentation?
11. How can we add advanced animation to selected objects?