

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2025 - 26

Class- IV

Subject- Computer

L-4 (Introduction to Power Point 2016)

Byte Quest (Pg 51)

1. Normal View
2. Outline View
3. Slide Sorter View

(Page – 55)

TECH READY

A. Tick (√) the Correct Option.

1. (i) Power Point
2. (iii) Ribbon
3. (iv) Slides Pane
4. (ii) Slide Layout

B. Fill in the blanks using the words given below:

1. Microsoft Office
2. Title Bar
3. Slide
4. Presentation
5. Status Bar

C. Match the following:

1. (d)
2. (c)
3. (a)
4. (e)
5. (b)

D. Answer the following Questions:

1. List any four slide Layouts.

- Ans. a. Title and Content.
b. Two Content
c. Comparison
d. Content with caption

2. Write the names of any three components of the Power Point window.

Ans. Title bar, Placeholder and ribbon are the three components of power point window. .

3. Write the Steps to start the Power Point program.

Ans. To start Power Point, follow the given steps:

1. Click on the Start button.
2. Scroll down to 'P' and Click on Power Point.
Power Point main screen will appear.

4. How can you add a new slide?

Ans. To insert a new slide, follow the given steps:

1. Click on the Home tab.
2. Click on the New Slide down arrow.
3. Select the type of slide you want.

5. Write steps to open a saved presentation.

Ans. To open a saved presentation, follow the given steps:

1. Click on the File tab.
2. Click on Open button.
3. Locate and select your presentation.
4. Click on the Open button.

TECH TWISTER

Identify and write the names of different views in Power Point:

1. Normal View
2. Outline View
3. Slide Sorter View
4. Reading View

Competency-based/ Application – based Questions.

1. Delete Slide Option.
2. Slide Sorter View