



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department: Computer Science</b>	<b>Year: 2025-2026</b>
<b>Worksheet with solutions</b>	<b>Subject: Computer Science Topic: Advanced features of Power Point</b>	

## i) Multiple choice questions?

1. By default, in which view does Power-Point displays your slides?
  - a) Slide Sorter
  - b) Normal**
  - c) Reading
  - d) Slide Show
2. Which view is used when you want to view a presentation not in full screen but in a window?
  - a) Normal
  - b) Notes Page
  - c) Slide Show
  - d) Reading**
3. Which of the following is not an animation category?
  - a) Exit
  - b) Entrance
  - c) Subtle**
  - d) Motion Paths
4. Which tab allows us to insert a media file in to a presentation?
  - a) Home
  - b) View
  - c) Insert**
  - d) File

5. Which button can be used to move from one slide to another and play media files?

- a) Link
- b) **Action**
- c) Button
- d) Power

### ii) Fill in the blanks?

1. Video button is available under insert tab.
2. The slide area displays a large view of the current slide.
3. The object button from the text group under the insert tab is used to import data from other applications.
4. Animation pane shows the number of text or object with the applied animation effects.
5. The insert tab allows us to insert a media file in to a presentation

### iii) True or false

1. We cannot view our presentation on full screen mode. -False
2. We cannot add our voice as audio in to presentation. -False
3. We can edit the content in the Slide Show view. -False
4. We can preview the animation on the current object by clicking on the preview button from the Preview group under the Animation tab.-True
5. Notes pane is the area where a speaker can write notes on himself. -True

### iv) Answer in one word

1. Which view allows you to see all slides as miniatures and reorder them?

Answer: Slide-Sorter

2. What determines the movement from one slide to the next?

Answer: Transition

3. What are special visual effects added to text and objects on a slide?

Answer: Animation

**v) Match the following**

1. Normal View	a. Shows what notes pages look like in printed form
2. Slide Sorter View	b. Displays slides in full screen mode
3. Notes Page view	c. The default view where slides are created and edited
4. Reading View	d. Shows miniatures of all slides to easily change their order
5. Slide Show view	e. Displays a presentation in a window with simple controls

Answers: 1 - c , 2 - d, 3 - a, 4 - e, 5 - b

**vi) Answer the following?**

1. What is the use of Slide Show view?

The Slide Show view allows to view the presentation in full screen mode.

2. Give one difference between slide transition and slide animation?

1. Slide Transition: -Determines how your presentation moves from one slide to the next.

2. Slide Animation: - Animations are special effects that you add to text and different objects on a slide.

3. Write the steps to insert an audio file in to the presentation?

Step 1. Click on insert tab

Step 2. Click on audio button

Step 3. Choose the desired option

Step 4. Select the folder and file

Step 5. Click on insert button

4. What is the purpose of importing data from other files in to the presentation?

To reuse or display information from other applications (like Word, Excel or PDF) in a presentation without retyping it, saving time and ensuring accuracy.

5. Write the names of any five views in PowerPoint?

- Normal view
- Slide Sorter view
- Reading View
- Slide Show view