

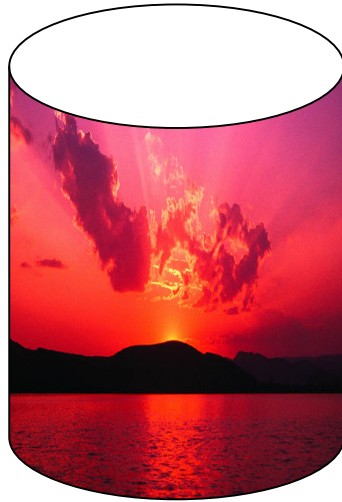
**COMPUTER ASSIGNMENT-
MS – POWERPOINT -I
CLASS –VI**

- 1) Write the menu and submenu for the following:
- a) Inserting a new slide
 - b) Apply new designs to slide
 - c) Changing the Background color of a slide
 - d) Changing the text and font style.
 - e) Inserting a page number
 - f) Creating a copy of a slide.

- 2) Match the columns:

COLUMN A	COLUMN B
1) An electronic presentation which can be run on a computer screen	1) Outlines
2) An electronic page in a slide show	2) Speaker's notes
3) A summarized version of your slides.	3) PPT
4) A set of notes is required to aid the presenter.	4) CLIP ART
5) A set of pre-designed formats or text applicable to a presentation	5) Slide show
6) The application software that can create professional looking visual aids.	6) Template
7) PowerPoint presentation are given extension	7) Slide
8) MS –OFFICE comes with its own set of pictures in.	8) Presentation graphics software

- 3) What do you understand by auto content wizard?
- 4) Name some software's that can be used to create graphic presentation.
- 5) How can you view all the slides of your presentation simultaneously?
- 6) Name the layout that you can be used for the following type of slide?
- a) A date sheet for the half yearly exam.
 - b) Heading as "THANKING YOU"
 - c) Slide discussing the concept of solar system.
 - d) Difference between Living and non Living
- 7) What is the need of Place holder in a slide?
- 8) What is the difference between text tool and place holder?
- 9) How can we create the following image in a slide?



- 10) You have studied two components of MS-office i.e Ms powerpoint and Ms Word . Write any ten features that are common in both the softwares.
- 11) What are the three ways of running a slide show?