

INTERNATIONAL INDIAN SCHOOL BURAIDAH

Class4/Term 2/Computer Worksheet

A.Fill in the blanks

- 1.The _____feature allows you to create special or decorative text.
- 2.A _____ is a placeholder where the text can be entered.
- 3.The _____ key can be used to run the slideshow.
- 4._____ is a drawing feature that helps in inserting different shapes into a slide.
- 5.A network is a collection of two or more computers connected with one another to share_____.

B.True or false

- 1.By default, the text that you type in a new document is based on the normal style.
- 2 Text cannot be formatted within the text box.
3. A slide is a collection of presentation in PowerPoint.
- 4.A website is a special program to access the information.
- 5 An ISP is a company that gives you access to the Internet for a free.

C.Choose the correct option

- 1.The _____style affects the selected text within a paragraph.
a.Character b.Paragraph c.Text Box
2. When you draw a text box, the _____tab appears.
a.Home b.insert c.format
3. Where you can add the information about the current slide?
a.Title Bar b.Status Bar c.Notes Pane
4. To delete a slide, right-click on the slide in the Slides Navigation pane and click on the_____ option.
a.Delete Slide b.Delete c.Cut
5. The _____ option allows the user to store and organise the chosen websites to revisit easily.
a.Hyperlink b.Bookmarks c.Hypertext

D.Answer the following questions

1. What is the use of text box?
2. List any two uses of presentation.
3. What is a placeholder?
4. How can you insert slides in a presentation?
5. How can you insert a shape in a slide.
6. Explain the term URL.
7. Describe the Shapes feature of Word