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SUBJECT:COMPUTER SCIENCE NOTES
Chapter 6:Slide Organisation In Powerpoint (Pg No 67 to 69)

CLASS:V

A.Fill in the blanks:

- 1.Home
- 2.Slide sorter
- 3.text box
- 4.word art
- 5.rotation
- 6.Ctrl+M.

B. State True or False

- 1.False
- 2.True
- 3.True
- 4.False
- 5.False
- 6.True
- 7.False

C. Application Based Questions:

- 1.Madhu can use the slide sorter view to arrange her slides in a proper sequence.
- 2.Ravinder can use clipart feature to insert pictures in his slides.

D.Multiple Choice Questions

1. c
2. b
3. b
4. a
5. c

D.Answer in one word or sentence

- 1.outline tab
- 2.New slide button
- 3.Ctrl Key
- 4.Insert tab

F.Answer the following

- 1.Text box is a placeholder,where text can be inserted and manipulated.To insert a text box in a slide,follow the given steps:
I Select the text box tool in the text group on the insert tab.

- ii. Hold down the left mouse button while dragging the mouse diagonally towards the right and release the mouse button.
- iii. You will get a rectangular box with the cursor inside it.
- iv. Enter the desired text.

2. Clipart feature is used to add pictures in slides. You can add clipart images to the existing slides to enhance their appearance.

- 1. Select the insert tab.
- 2. Click on the clipart button
- 3. Type the search keyword in the search for text box. Click on the go button.
- 4. Select the desired picture and click on the insert button,

3. Wordart feature helps you to create special text effects. Using the wordart, you can make the text curved, wavy, shadowed or apply 3D effects.

4. Shapes is a drawing feature that helps to insert different shapes like stars, banners, flowcharts, callouts, etc. To insert the shape :

- i. Click on the shapes button on the insert tab.
- ii. Point to the basic shapes and move the pointer to select the shape click on it.
- iii. The pointer changes to '+' sign. Place the pointer on the slide.
- iv. Click and drag it to adjust the size of the selected object/shape.

5. To rotate an object means to turn it about its center at some angle, whereas, resizing stretches or shrinks the dimension of an object.

