Class IV   **PT3 PRACTICE WORKSHEET – COMPUTER**

Lesson–6   **Worksheet-1**

I. Fill in the blanks with the correct words.

1. A row is a _____ series of cells in a table.

2. A column is a _____ series of cells in a table.

3. The convert text to table option gets highlighted in the _____ drop down menu only when the text is deleted.

4. Picture option is available in _____ tab.

5. Rows and columns group is available on the _____ tab.

6. Merge cells option is available on _____ tab.

7. Border and shading option is available on _____ tab.

8. A _____ box formed at the intersection of a column and a row.

9. To select an entire row, click the _____ of that row.

10. A table can be created in _____ different rows.

II. Objective – type question and answers.

1. What is cell in a Table?

2. How can you select adjacent cells in a Table?

3. How to apply Borders to a table?

III. Descriptive – type question and answers.

1. How can you split a cell into two rows?
2. Name the tab and the group that has the option to change the column width.
3. Write the steps for inserting a picture in a Table cell.

Lesson–7   **Worksheet-2**

I. Write True & False statement for the following.

1. You can add text, images and sound in a slide. (_____)

2. The reading view hides all editing tools. (_____)

3. Themes can be applied to shapes only. (_____)

4. By default, a new presentation consists of one slide. (_____)

5. Power point is a user friendly software used for creating a presentation. (_____)

6. Themes option is available in view tab. (_____)

7. To create new presentation click the tab. (_____)

8. Dotted rectangular boxes on a slide that can hold text, tables etc is called Placeholder.

(_____)

9. The ribbon is displayed above the title bar. (_____)

10. Click save if you want to save the changes. (_____)

11. Slide show displays the slides in a presentation one by one. (_____)

II. Answer the following questions.

1. What is Rular? Explain.

2. How you can view the slides. Explain.

3. Name the tab and the group that has the option to insert pictures.

4. How can you apply a theme to an already created blank presentation?

5. Mention two ways to start slide show?

6. Write steps to insert a new slide in a presentation.

7. Mention three ways of creating a presentation.

8. Write the description of

    a) Quick Access tool bar   b) Ribbon   c) Slide Navigation pane

    d) Rular   e) Place holder