Class: V   Subject: Computer   Topic: Ch – 3 Answer key

A. Tick the correct option
1. (ii) Placeholder
2. (iii) File
3. (iii) Insert
4. (iii) WordArt

B. Fill in the blanks
1. Slide
2. Design
3. Format
4. Justify

C. Match the following
1. d
2. c
3. b
4. a

D. Answer the following questions
1. Write any one use of the slide show tab
   Ans: The slide show tab will let you set up how your show will progress.
2. Name the different types of alignments.
   Ans: The four types of alignments are Align Left, Align Right, Center and Justify.
3. Write steps to insert an online picture on the slide.
   Ans: To insert online pictures in the document, follow the given steps:
   Step 1: Click on the Insert tab
   Step 2: Click on the Online Pictures options.
   Step 3: Type a word in the Bing image Search box.
   Step 4: Select the picture you want to insert.
   Step 5: Click on the Insert button.
4. Write steps to insert a shape on the slide.

Ans: To insert shapes on the slide, follow the given steps:

Step 1: Click on the Insert tab.

Step 2: Click on Shapes command in the illustration group.

Step 3: Choose a desired shape from the drop down menu.

Step 4: Click and drag the mouse pointer on the slide to draw a shape.

 The selected shape will be inserted on the slide.

<mark>COMPETENCY BASED / APPLICATION BASED QUESTIONS</mark>

1. Rohit can add pictures by using picture command and Online Pictures command from Insert tab. He can also use placeholder to insert pictures.
2. She can add themes from the design tab to make slides look more colourful and attractive.