

ST. ANDREWS SCOTS SCHOOL

Near Navniti Apartments,
I.P Extension, New Delhi – 110092
Session: 2025 - 26

Class : VI

Subject: Computer

Topic: Ch 4 Answer key

A. Tick the correct option

1. (ii) Normal
2. (iv) Reading
3. (iii) Subtle
4. (iii) Insert
5. (ii) Action

B. Fill in the blanks

1. Insert
2. Slide
3. Text
4. Object

C. Write True or False

1. False
2. False
3. False
4. True
5. True

D. Answer the following questions

1. What is the use of slide show view?

Ans: Slide show view allows to view the presentation in full screen mode.

2. Give one difference between slide transition and animation.

Ans: Slide transition determines how your presentation moves from one slide to another whereas Animation is the addition of special visual/sound effects to the text and graphics in a slide.

3. Write the steps to insert an audio file into a presentation.

Ans: To insert an audio file, follow the given steps:

Step 1: Click on the Insert tab.

Step 2: Click on the Audio button

Step 3: Choose the desired option.

Step 4: Select the folder

Step 5: Select the file.

Step 6: Click on the Insert button.

Step 7: Click on Play/Pause button to play or pause the audio.

4. What is the purpose of importing data from other files into a presentation?

Ans: Importing data from files, such as media or objects created in Microsoft Office applications, enhances the understanding of a presentation. It also helps to explain our views more effectively than text alone.

5. Write the names of any four views in Power Point.

Ans: Four views in Power Point are:

- a. Normal view
- b. Slide sorter view
- c. Notes page view
- d. Reading view.

COMPETENCY BASED/APPLICATION BASED QUESTIONS

- 1. He can add Action button to do so.
- 2. She can apply Animation to do so.