

Class → 4, Subject → Computer, 1 → 5

Word Meaning

1- Consists	बना होना
2- Purpose	उद्देश्य
3- Running	चलना
4- Printing	छपाई
5- Presentation	प्रस्तुति
6- Create	बनारुँ
7- Pressing	दबाना
8- Exiting	बाहर निकल रहा है
9- Navigation	मार्गदर्शन

D. Quiz

Question 1 Name the shortcut Key to save a presentation.

Answer 1 **Ctl + S**

Question 2 Which shortcut Key is used to make text bold?

Answer 2 **Ctl + B**

E. Answer the following.

Question 1: Define template.?

Answer 1 A Template is a pre-designed presentation_n

that includes custom formatting and designs.

Question 2 Write the names of alignments present in MS power point?

Answer 2 Press Ctrl + O to open an existing presentation.

Question 3 Define slide navigation pane?

Answer 3 Slide navigation pane is located at the left side of the presentation window slide in thumbnail view.

Question 4 How do you delete a slide?

Answer 4 To delete a slide, follow the given step

Step-I Select the normal option from the view tab.

Page No. : _____

Date : / /

Select the slide you want to delete from
the Slides navigation pane and press
Delete key.