



# Pakistan International School Jeddah – English Section

## 1<sup>st</sup> Term 2023-2024

Subject	Unit	Topic	Type of sheet
ICT	Unit 2 & 8	Using Windows MS PowerPoint	Test 2 Review sheet
Name:		Class: Y4 -	Date:

### Q1. Match the following

1. Ctrl+N To open a new presentation
2. Ctrl+W To save a presentation
3. Ctrl+M To print a presentation
4. Ctrl+S To close a presentation
5. Ctrl+P To undo the last work
6. Ctrl+Y To permanently delete
7. Ctrl+Z To redo or repeat
8. Shift+Del To rename a file/folder
9. F1 Inserting a new slide

### Q2. True or False

1. The slides are just like the pages of a document  F  T
2. Every file has one name –which is the primary name  F  T
3. WordPad is a basic text-editing program in Windows with simple formatting features  F  T
4. MS PowerPoint is a tool for communicating ideas and information  F  T
  
5. Status bar appears at the top of the window. It displays the serial number of the slide, total number of slides, default language, etc.  F  T
6. Layout is the arrangement of text and graphics in a slide.  F  T

### Q3. Fill in the blank

1. Pictures that are drawn or edited in Paint are called \_\_\_\_\_.
2. A collection of related files can be grouped in a common \_\_\_\_\_.
3. \_\_\_\_\_ help to switch between different views. These views are Normal, Slide Sorter and Slide Show.
4. \_\_\_\_\_ displays the presentation as it will appear to the audience. It starts with slide 1 regardless of which slide is currently being displayed.
5. \_\_\_\_\_ contains some of the most commonly used options like Undo, Redo and Save.
6. The slide tab displays the slides of the presentation as miniatures called \_\_\_\_\_.