



Pakistan International School Jeddah – English Section
1st 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. F2 | 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 _____.