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| **Academic Year 2018-2019 العام الدراسي Grade: 5** |
| **Subject: computer**  | **Computer revision sheet**  |  |

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| United Arab Emirates**Department of Education and Knowledge** Bani Yas International Private School | Description: BANNER BANI YAS INTERNATIONAL | **دولة الإمارات العربية المتحدة****دائرة التعليم والمعرفة****مدرسة بني ياس الدولية الخاصة** |

 **– Write in down table power point main screen parts**

**( Menu bar – title bar – tool bar- work area – note area – status bar – outline pane )**

11



7

6

5

4

3

2

|  |  |
| --- | --- |
| **Title bar** | **1** |
| **Menu bar** | **2** |
| **Outline pane** | **3** |
| **Note area** | **4** |
| **Status bar** | **5** |
| **Work area** | **6** |
| **Tool bar** | **7** |

 **– State whether true or false :**

1-We use MS Power point to make a presentation ( **true**  )

2-to insert new slide click insert menu and click new slide (**true** )

3- you cannot add video or audio to slide in power point (**false** )

4- to save presentation click on open tool ( **false** )

5- to delete slide right click on slide in slide pane and choose delete ( **true** )

6- to save a presentation in power point open file menu and choose save ( **true** )

7-power point is a presentation program ( **true** )

8 -you can insert picture in power point from design menu (**false** )

**- Choose the correct answer :**

1-to make text bold in slide click on ………….

 ( - -  )

2- to insert table in slide open insert menu and choose………..

 (picture – **table** – word art )

3- you can change slide background from …………

 (**design** – insert –home ) menu

4- to save presentation click on ……………

 (open – **save** – copy ) tool

5- to add motion effects in slideshow when you move one slide to next slide click on ………………

 ( **transition** – home- view )

**steps to save apresentation in power point :**

- Open file menu and choose save

- write file name for presentation

-click on save button

**State 3 features for power point**

1. Design a slide including text ,pictures and video
2. Insert transition to slides
3. Add animation to slides

**State the elements of the display and preview bar ?**

1. Slide show
2. Slide sorter
3. Normal view

 **Mention five slides type we can insert in power point ?**

1. Title slide
2. Title and content
3. Title only
4. Two content
5. Blank