

**DELHI PUBLIC SCHOOL JAMMU**  
**SESSION: 2024-25**  
**ASSIGNMENT-2**

**CLASS IV**

**Subject: Computers**

**A) Write the Shortcut Keys for following:**

1. To add a new slide
2. To Copy the text
3. To Close PowerPoint application
4. To paste the text

**B) Write T for true and F for false.**

1. Comment button is present on the title bar. \_\_\_\_\_
2. Place holders are present on the slide navigation pane. \_\_\_\_\_
3. A PowerPoint files saves with the extension .pptx. \_\_\_\_\_
4. The ribbon contains many tabs. \_\_\_\_\_
5. Ctrl+S is the key combination to save a file. \_\_\_\_\_