



(9) The Smart Art option is present in ..... group of Insert tab.

a. Images

b. Illustrations

c. Text

(10) ..... are the pictorial presentation of numeric data.

a. Charts

b. Shapes

c. Pictures

## II. Fill in the blanks

(5 X 1 = 5)

( taskbar, smart art, network, structured, system )

(1) Windows 10 is a/an ..... software.

(2) ..... icon helps us to access the shared files or devices on different computers in a network environment.

(3) The ..... can be found at the bottom of the screen which contains the Start button.

(4) A presentation is a ..... delivery of information.

(5) ..... is a graphic way to represent text in different layout and styles.

## III. Match the following :

(10 X 0.5 = 5)

[A]

- |                |                                   |
|----------------|-----------------------------------|
| 1. Page Up     | (a) start slide show              |
| 2. Page Down   | (b) end of the presentation       |
| 3. Ctrl + Home | (c) add new slide                 |
| 4. Ctrl + End  | (d) next slide                    |
| 5. F5          | (e) beginning of the presentation |
| 6. Ctrl + M    | (f) previous slide                |

[B] Keyboard shortcuts:

- |  |                 |
|--|-----------------|
| 1. To move the cursor to the next cell in a row.     | (a) Shift + Tab |
| 2. To move the cursor to the previous cell in a row. | (b) Alt + Home  |
| 3. To move the cursor to the first cell in a row.    | (c) Alt + A + O |
| 4. To open Formula dialog box                        | (d) Tab         |

## SECTION B: SUBJECTIVE TYPE QUESTIONS

### IV. Short Answer questions: (Answer any six)

(6 X 2 = 12)

(1) What is Cortana ?

(2) What are Universal apps ?

(3) Define the term Table.

(4) Write the steps to add columns to a table.

(5) Name different types of slide layouts. (Any four)

(6) What is the use of Smart Lookup feature ?

(7) Arman is working on his computer project. He wants to give graphical representation of the Input-Process-Output Cycle (IPO) in one of his slide. Suggest him the feature of PowerPoint that he should use. Also mention steps to do so.

(8) Mention any four names of presentation software.

**V. Long Answer questions : (Answer any six)**

**(6 X 3 = 18)**

- (1)** Write names of any three new features of Windows 10.
- (2)** Draw figures of following icons :  
(a) This PC                      (b) Recycle Bin                      (c) Internet Explorer
- (3)** What is the difference between merging and splitting of cells ?
- (4)** State the use of Table Move handle and Table Resize handle.
- (5)** Write the steps to change the layout of a slide.
- (6)** What is a comment? How do you add comments to your slide? Write the steps.
- (7)** Anamika wants to present data in the form of rows and columns in her presentation. Suggest her the feature of PowerPoint that she should use. Also suggest her the steps to do so.
- (8)** What is a chart ? Write the steps to insert a chart in your slide.

\*\*\*\*\* ALL THE BEST \*\*\*\*\*