

### Multiple Choice Questions

1. Which group of the Insert tab contains the slide number facility?  
(a) Images (b) Symbols ~~(c) Text~~ ✓
2. In which group of the Insert tab does shapes fall in ?  
(a) Images (b) Text ~~(c) Illustrations~~ ✓
3. In which group of the Home tab is Slide Layout contained in?  
(a) Font (b) Drawing ~~(c) Slides~~ ✓



## EXERCISES

A. Choose the correct option and write in the space provided.

1. MS PowerPoint is a \_\_\_\_\_ software.  
 (a) presentation      (b) processing      (c) calculation
2. \_\_\_\_\_ displays the current slide number.  
(a) Menu bar       (b) Status bar      (c) Title bar
3. You can type, add text and pictures in a \_\_\_\_\_.  
(a) Play ground      (b) Penholder       (c) Placeholder
4. New Slide Option is present in \_\_\_\_\_ group.  
(a) Font       (b) Slides      (c) Paragraph
5. To add a theme to the slide, you will click \_\_\_\_\_ tab.  
 (a) Design      (b) Home      (c) Insert

B. Fill in the blanks.

slide

Slide sorter

file

placeholder

ESC

1. A rectangular box in a slide that holds text is called Placeholder.
2. A page in a PowerPoint presentation is called slide.

3. Title bar displays the name of current Slide ✓
4. Slide Sorter ✓ view shows the slides in miniature form.
5. Esc ✓ key is used to stop the slide show.

C. Tick (✓) the correct and Cross (X) the wrong ones.

1. You can have only 10 slides in your presentation.
2. Title bar is present at the top of the document.
3. You can insert WordArt text in your presentation.
4. There are only two views in which to see your presentation.
5. A slide is a page in PowerPoint presentation.

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | ✓ |
| <input checked="" type="checkbox"/> | ✓ |
| <input checked="" type="checkbox"/> | ✓ |
| <input checked="" type="checkbox"/> | ✓ |
| <input checked="" type="checkbox"/> | ✓ |

# Test Paper 2

(Based on Chapters 7 to 10)

## A. Fill in the Blanks.

1. A NotePad file has a .txt extension.
2. The title bar is present at the top of the window. It displays the name of the document.
3. The snipping tool allows you to take the screenshots of any window on your desktop.
4. In Word, the insertion point moves to the right (left/right) as you type.
5. You can align your text left, right and center.

## B. State T for True or F for False.

1. It is not possible to undo a mistake in NotePad.
2. Zoom in command is used to see the document in a bigger size.
3. In MS Word 2010, the cursor is placed to the left of character from where you want to start inserting the text.
4. Toggle case means to reverse the current status of the case in a sentence.
5. Redo command is used to cancel the effect of the previously given command.

## C. Match the columns.

### Column A

1. Rectangular box in a slide that holds the objects in your slide. c
2. Start > All Programs > \_\_\_\_\_ > Calculator  
In the above the blank is e
3. Allows you to insert different styles of text in your document b
4. i. Select the slide  
ii. Click delete from the keyboard.  
The above steps are used to: a
5. Highlighting means to d

### Column B

- a. Delete a slide
- b. WordArt
- c. Placeholder
- d. make a part of the text in a special or different colour.
- e. Accessories