

Section: (2 Marks Each)

- Ans 1 (a) Title bar show the current name of the presentation
(b) Title bar top of the window

Ans 2 Tem Theme :- Theme is allow to user can add colour, font, effect in presentation.

Go to Powerpoint → Layout

Ans 3 F7 :- F7 key is spelling checker (Ctrl + D) :- user can create duplicate key with the help of Ctrl + D key.

- Ans 4 (a) Slide master view allow to user can show slide in sequence
(b) Notes Page view :- user can add notes from the presentation
(c) Auto Content wizard :-

Column A

Column B

Slide master view

D

Notes Page view

C

Auto Content wizard

E

Text Alignment

A

Design Templates

B

Ans 5 ① Standard tool bar is used to change the colour of text and pictures etc.

② Standard tool bar is used to change the size of text and pictures etc.

Ans 6. Powerpoint → Insert → Word Art

① ~~user can add picture with~~

① user can ^{make} effective words with the help of word art

Section (3 Marks Each)

Q8 ~~pptx~~ (ctrl + S)

• pptx

~~File~~ Ctrl + Home

Q9. Presentation :- user can create presentation with the help of power point presentation.

Q10. Chart :- user can create chart with the help of chart. Example of chart is pie chart, line chart etc.

3 Shortcut key :- There are many shortcut key user can save time in powerpoint with the help of Redo etc. (Ctrl+S) save, (Ctrl+Y)

Ans 10. (1) Templates allow to user effective presentation. Templates save the time because it's easy to apply. then it's apply all slide at the same time.

Ans 11. Go to power point → Animation
Go to power point → click on transitions

User can add effect with the help of Animation and Transitions. user presentation is attractive with the help of Animation and Transitions.

Ans 12. Go to power point → insert → Chart

User can select his data and click on Chart now your data is convert in Chart

Example of chart is pie chart, Bar chart, line chart.

Ans 7 Slide sorter view	Reading view
(1) user can not show the full screen	user can show the full screen

Text Alignment A

Design Templates B

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(2) Standard tool bar is used to change the size of text and picture etc.

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Section (3 Marks Each)

Q8. pptx (Ctrl + S)

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• Ctrl + Home

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Q. Chart :- user can create chart with the help of chart. Example of chart is pie chart, line chart etc.