

Date  
16/3/24

Name - Aam  
Roll No - 1561

Page No.

Date :

1. Ans

Section (2 marks each)

1. Ans

(a) Title bar show the current name of the presentation. Title bar top of the window

Ans 2

Theme :- Theme is allow to user can add colour, font, effect in presentation

no to powerpoint slide rearrange the theme with the help of Power Point presentation.

Ans 3.

F7 :- F7 key is spelling checker

(ctrl + D) :- user can create duplicate key with the help of ctrl + D

Ans 4

(a) slide master view allow to user can show slide in sequence

(b) notes pages view :- user can add from the presentation

(c)

Ans 4 slide master view D

Notes Page view C

Auto content wizard E

Text Alignment A

Design templates B

Ans 5

Ans 6 PowerPoint → insert → Word Art

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

sections (3 marks each)

8 Ans (ctrl + s)

• pptx

ctrl + Home

Presentation :- user can create presentation with the help of powerpoint

Chart :- user can create chart  
Pie chart Line chart  
Box chart with the help of  
powerpoint

Shortcut :- There are many shortcut

Key the in powerpoint with the help of user can save  $ctrl + S$  (save a presentation)  $ctrl + X$  (redo)

Q 10 Templates allow to user effective

Presentation templates save the time because its easy to apply then its apply all slide at the same time

Q 11 Go to Powerpoint  $\rightarrow$  Animation go to

go to powerpoint  $\rightarrow$  click on transitions

user can add effective with the help of Animation and transitions user presentation is attractive with the help of Animation and transitions

Q2 Ans how to power point → insert → chart

user can select his data and click on chart now your data is convert in chart

example :- pie chart, line chart, box chart with the help of power point insert menu

Q5 a standard tool bar is used to change the size of text and picture etc

Q2 standard tool bar is used to change the colour and picture etc

Q7

slide sorter

Reading view

user can not show Full screen

user can show Full screen view

it is not show the all contents

it show the all contents

it not easy to show all contents

it easy to show all contents