

Section-2 (Marks)

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Q. 1. The power point in Title bar is the purpose of the content show are the main Title show on Title bar now easily read the some content of the Title bar.

Q 2. Design tab. (Design tab → theme)
• Slide Show (view menu → slide show)

Q 4. Match the following :-

~~Q 4.~~
i) Slide Master View :-

Ans. d) Helps in creating a consistent look across all slides.

ii) Notes page View. :-

Ans. c) Allows you to view printed notes pages.

iii) Auto Content Wizard :-

Ans. e) Assists in developing presentation content on various topics.

iv) Text Alignment :-

As:- a) Determines the appearance of text in a paragraph.

v) Design Templates :-

As:- b) Provides a comprehensive design concepts slides.

- Q3.)
- Ctrl + F (Spell check)
 - Ctrl + D (Duplicate)

Q5) Standard toolbar → It allow you to use tools for your presentation.

It allow use to change font colour, template and design according to his requirement.

Q6) Word art → Using this the user can make his content effective, colourful & designed.

It allows user to stretch, shrink etc the text

- Step:-
- 1) open MS powerpoint.
 - 2) go to Insert tab.
 - 3) word art (select it)

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Q 8.)

- i) F5
- ii) Ctrl + O
- iii) Ctrl + Home

Q 7.) Slide Show view :-

Steps

- 1) Open MS power point.
- 2) Create your presentation
- 3) Go to view tab → Select Slide Show

Reading view :- Step → the steps are same as slide show.

Q. 10.) PP-Template :-

In PPT there are different type of which are predefined → which are already designed, coloured in an effective manner.

Steps :-

- 1) Open MS. PPT
- 2) Create PPT
- 3) Go to Design tab
- 4) Go to Template.

It allow ~~user~~ user to use template which are predefined using this user can save his time at the time of creating his PPT.

Q. 11. Transitions: This allows you to make his content interesting by the moving of the content.

i) It allows the object to move from one position to another.

ii) It makes more attractive the content in slide show at time of presentation.

* Animation :- It allows to make slide interesting at the of presentation
 * It applies on a single slide or individual slide presentation.

Q. 12. Chart :-

Using this user can present numerical in a form of graphical form easy.

Steps :- i) open MS-PPT

ii) Create PPT

iii) Go to insert tab → chart (click)

In chart there are so many types of chart line chart, pie chart, bar chart.

iv) Select any one type according to user requirement.

v) Data Dialog box will appear here you have to select / type the data according.

Data :-

for modifying the data you / user can easily select the data according to his requirement like :- Title, subtitle, month, numeric, etc.