

**DELHI PUBLIC SCHOOL, JAMMU**

**SESSION 2018-19**

**REVISION SHEET (CYCLE TEST-II)**

**TOPICS:- LESSON 6 (Working with tables), LESSON 7( Microsoft PowerPoint 2010)**

**CLASS: V**

**SUBJECT: Computer**

**SECTION A**

**Q1. Multiple Choice Questions:**

1. Table Style group is present in \_\_\_\_\_ tab.  
a) Design                                      b) Home                                      c) Insert
2. To exit PowerPoint application, click on the File tab > \_\_\_\_ option.  
a) Close                                      b)New                                      c) Exit
3. To select the entire table, press the Alt + \_\_\_\_\_ key.  
a) 1                                      b) 5                                      c) 6
4. The \_\_\_\_\_ view is the default presentation view.  
a) Normal                                      b)Slide show                                      c) Reading
5. Shift + \_\_\_\_\_ key combination is used to delete the selected row and column from the table.  
a) Del                                      b) Backspace                                      c) Tab
6. \_\_\_\_\_handle is used to resize the table.  
a) Table Resize                                      b) Table Move                                      c) None of these
7. To quit the slide show, press the \_\_\_\_\_ key.  
a) Esc                                      b) Enter                                      c) Alt
8. A \_\_\_\_\_ displays the slide in full screen mode.  
a) Slide Show                                      b) Slide Sorter                                      c) Outline
9. The intersection of row and column is called a \_\_\_\_\_.  
a) Border                                      b) Table                                      c) Cell
10. The extension of PowerPoint 2010 is \_\_\_\_\_.  
a) .pptx                                      b) .ppt                                      c).ppt

## SECTION B

### **Q2. Very Short Answers:-**

1. Define Templates.
2. What is Merging?
3. What is Slide Show?
4. What is Splitting of Cell?
5. What is Slide?

## SECTION C

### **Q3. Short Answers:-**

1. What is Presentation?
2. Write the steps to apply Table Styles on a table.
3. What are the steps to create a shortcut of Microsoft PowerPoint on the desktop?
4. Explain the quick way by which you can change the column width in a table.
5. Name the different types of views .
6. What is Smart Art?

## SECTION D

### **Q4.Long Answers:-**

1. Write the shortcut keys for following:  
a) Save                      b) New                      c) Open                      d)Slide show
2. How will you insert a column in a table?
3. How can we insert a table by using dialog box?