

DELHI PUBLIC SCHOOL, JAMMU

SESSION 2018-19

Assignment (CYCLE TEST-II)

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

CLASS: V

SUBJECT: Computer

Q - Answer the following questions:-

1. What are the different ways to insert table in MS Word?
2. What is the shortcut key to select the entire table?
3. Which key combination is used to delete the selected row and column from the table?
4. What are table styles?
5. What is the shortcut key for Save, New , Slide Show and Open the presentation?
6. What is the difference between Split Cells and Merge Cells option?
7. What is Smart Art?
8. Name the different types of views available in PowerPoint.
9. What is Cell?
10. What are the steps to apply Table Styles on a table?
11. What are the steps to create a shortcut of Microsoft PowerPoint on the desktop?
12. Name the handle that is used to resize the table.
13. What are the steps to close a presentation?
14. What are the steps to exit PowerPoint application?
15. What is Presentation?