DELHI PUBLIC SCHOOL, JAMMU SESSION 2018-2019 REVISION SHEET (FINAL EXAMINATION) Topic:<u>(L-7 Microsoft PowerPoint 2010, L-8 Slide Organisation in</u> <u>PowerPoint and L-12 (Internet and E-mail)</u>

CLASS: V

SUBJECT:-COMPUTER

SECTION A

Q1. Multiple Choice Questions:-

1 F5 function key is used to display the slide show.			
	a) F9	b) F5	c) F10
2. A displays the slide in full screen mode.			
	a)Slide Show	b) Slide Sorter	c) Outline
3. The Slide Sorter View button is present on the tab.			
	a) Slide Show	b) Home	c) View
4.	button on the Format tab is used to apply 3D rotation to a		
	shape.		
	a) Rotate	b) Selection Pane	c) Shape Effects
5.	are highlighted text, buttons or images in a web site.		
	a) Links	b) Web pages	c) Website
6.	A is like a page in a presentation.		
	a)Placeholder	b) Slide	c) Slide Pane
7.	 Stretches or shrinks the dimension of an object. 		
	a)Style	b) Rotating	c) Resizing
8.	key helps you to select more than one shape at a time.		
	a) Ctrl	b) Shift	c) Alt
9.	displays the information about all the received emails.		
	a) Compose box	b) Inbox	c) Cc field
10 is one of the most popular search engines.			
	a) Google	b) Mozilla	c) Website

SECTION –B

Q2. Very Short Answers:-

- 1. How many types of views are available in Microsoft PowerPoint 2010?
- 2. Name the button that is used for adding a new slide to a presentation.
- 3. What is Resizing?
- 4. What is the full form of BCC?
- 5. What is Text Box?

SECTION C

Q3. Short Answers:

- 1. What is Internet? What are the steps to fill colour in a Shape object?
- 2. Briefly explain the WordArt feature.
- 3. What is ISP?
- 4. Differentiate between Rotating and Resizing objects.
- 5. What do you mean by Placeholders?
- 6. What is Hotmail?

SECTION D

Q4. Long Answers:-

- 1. Explain the term Search Engine. Give two examples.
- 2. Explain the Shapes feature and the procedure to insert a shape in a slide.
- 3. What do you understand by PowerPoint? Explain its features.

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CLASS –V

SUBJECT- COMPUTER

Q - Answer the following questions:-

- 1. What are the steps to create a shortcut of Microsoft Powerpoint on the desktop?
- 2. Write the shortcut keys for the following:- New , Save, Open , New slide, Print, Duplicate slide
- 3. What are Placeholders?
- 4. What are the steps to close a presentation?
- 5. What are the steps to exit Powerpoint?
- 6. What are themes?
- 7. What are smartarts?
- 8. What is Presentation?
- 9. How can we hide the ribbon?
- 10. Difference between Normal View and Slide Sorter View.
- 11. How can we add any tool or menu on the Ribbon?
- 12. What are the steps to fill colour in a shape object?
- 13. What is Flipping?
- 14. How can we insert a text in a shape?
- 15.What is ISP?
- 16. What is Home page?
- 17. What is Hotmail?
- 18. Who is Paul Buchheit?
- 19. What are Links?
- 20. What is Google?