

SECTION B

Q2. Very Short Answers:-

1. What is Utility Software?
2. What is Operating System?
3. What is slide show?
4. Which key helps you to select more than one shape at a time?
5. What is Internet?

SECTION C

Q3. Short Answers:-

1. Define the term Software. Name its types.
2. What is the use of split cell option?
3. What is Table style?
4. How is slide different from presentation?
5. Differentiate between Rotating and Resizing objects.
6. Briefly explain the Word Art feature.

SECTION D

Q4. Long Answers:-

1. How will you calculate the sum in a table?
2. What do you understand by Powerpoint ? Explain its features.
3. What is Line spacing? How do we change the line spacing in powerpoint?