



## **SECTION –B**

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

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

## **SECTION C**

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

1. What is ISP?
2. Differentiate between Rotating and Resizing objects.
3. What do you mean by Placeholders?
4. What is Hotmail?
5. What do you understand by PowerPoint? Explain its features.
6. Briefly explain the WordArt feature.

## **SECTION D**

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

1. Write any four commonly used Internet abbreviations with full form.
2. Explain the term Search Engine. Give two examples.
3. Explain the Shapes feature and the procedure to insert a shape in a slide.