

**Paste your worksheet in the copy and write the answers in the copy.**

**A. Circle ONLY ONE appropriate option of the following :**

- 1) In which of the following views can we change the layout ?
  - a) Normal
  - b) Slide sorter
  - c) Slide show
  - d) both a and b
- 2) Of the following mentioned on which toolbar is the textbox?
  - a) Standard
  - b) Formatting
  - c) Drawing
  - d) All of these
- 3) In which of the following views can we work with the objects ?
  - a) Normal
  - b) Slide sorter
  - c) Slide show
  - d) both a and b
- 4) Which of the following keys is pressed to maintain an AutoShapes height and width ratio, while you drag the shape?
  - a) Control
  - b) Alt
  - c) Shift
  - d) Any of the above

**B) Fill in the blanks for the following :**

- 1) \_\_\_\_\_ key is used to view a slide show.
- 2) Fourth generation of computers used \_\_\_\_\_ ( circuitry ).
- 3) First generation of computers used \_\_\_\_\_ ( circuitry ).
- 4) When we click on the border of the text object, the border changes from \_\_\_\_\_ to \_\_\_\_\_.
- 5) While dragging a slide to a new location a \_\_\_\_\_ bar appears next to the slide.
- 6) \_\_\_\_\_ layout is the first layout available in the Slide Layout menu.
- 7) Ability of a computer to perform various types of jobs is called as \_\_\_\_\_.

**C) Differentiate between each of the following :**

- 1) Promote and Demote
- 2) Algorithm and Flowchart
- 3) Expand and Collapse

**D) Write the for shortcut for the following :**

- 1) To insert a New Slide
- 2) To insert a New Presentation
- 3) To Move the text
- 4) To Copy the text

**E) Answer in one word or sentence for each of the following :**

- 1) Who gave stored program concept?
- 2) Who gave Boolean Logic?
- 3) Name the two machines invented by J. Presper Eckert and John Mauchly.
- 4) Name the two machines invented by Charles Babbage.

**F) State True or False for the following**

**( write TRUE or FALSE and then the statement in the answer sheet):**

- 1) We can move the objects between different slides.
- 2) Click inside the textbox and press delete key to delete the textbox.
- 3) Contents of textbox can be read in Outline tab.

**G) Write the ' First ' for the following mentioned :**

- 1) General Purpose Electronic Digital Computer
- 2) First calculating device
- 3) First Computer Programmer
- 4) First Mechanical Calculator
- 5) First Commercial Electronic Computer

**H) Name the following :**

- 1) Father of the Disk Drive
- 2) Father of Computers
- 3) Father of Personal Computing

**I) Define the following terms :**

- |                 |                       |
|-----------------|-----------------------|
| 1) Slide Layout | Body Text Placeholder |
| 2) Flipping     | Line spacing          |
| 3) Slide Master | Summary slide         |
| 4) Flowchart    | Algorithm             |

**J) Draw the symbols for the following :**

- 1) Serve the juice
- 2) Apply Polish
- 3) Read A, B
- 4) Which way to go?