

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 Autosshapes 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?