

I. Fill in the blanks:

1. The _____ bar is present at the bottom of the window, which shows different views like normal view, page break and zoom slider.
2. A workbook by default opens _____ worksheets.
3. Name box is present to the left of the _____ bar.
4. The slides group is in _____ tab
5. The _____ view is used to create and design a presentation.
6. There are _____ scroll bars.
7. Tab or _____ key is used to move to the next cell.
8. _____ are labeled as A, B, C AA through XFD.

II. State True or False.

1. Range is the smallest unit of worksheet. []
2. Three types of data can be entered in MS. Excel software. []
3. Ctrl + s are the short cut key to save a document. []
4. Name box displays the data or formula in the active cell. []
5. We cannot change the color, font and background style of a theme. []
6. The Normal view has four parts. []

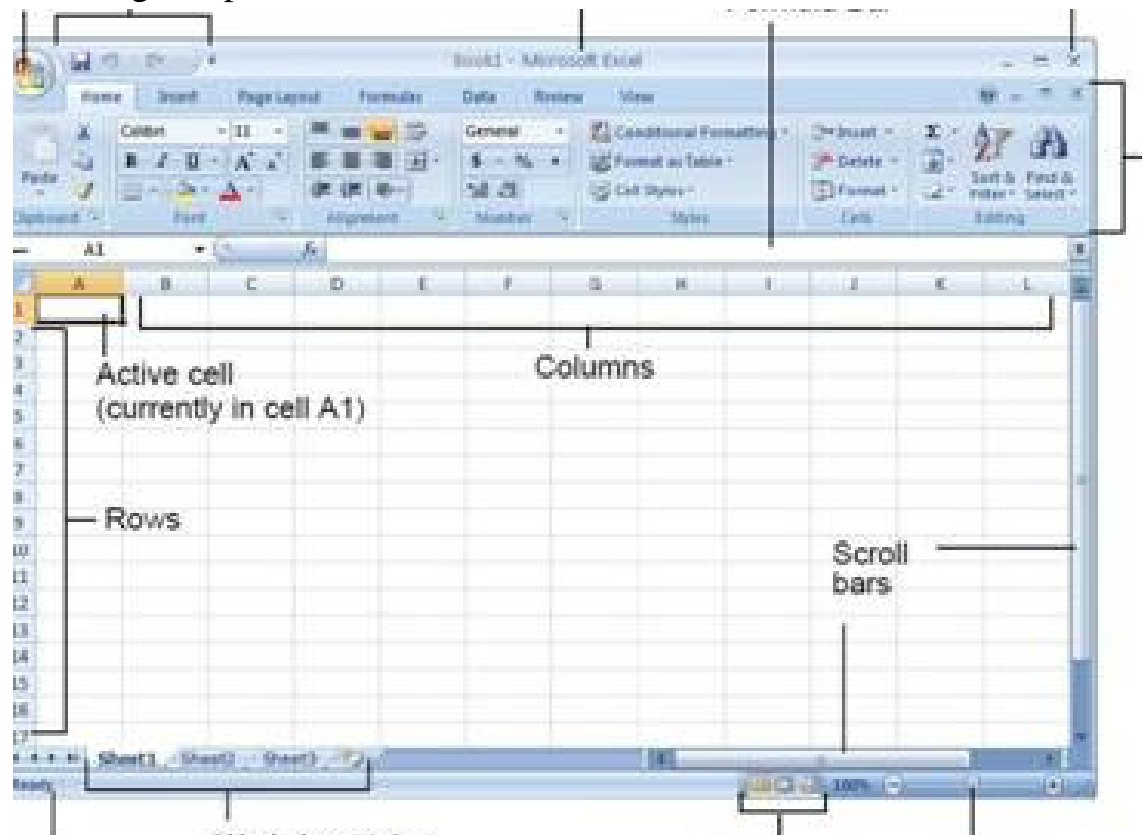
III. Match the following.

- | | | |
|--|--|--------|
| 1) Ms. Power point | (a) Smallest unit of the worksheet | () |
| 2) Slide | (b) Accepts entries and commands | () |
| 3) End slide show and return to PowerPoint | (c) Presentation soft ware | () |
| 4) Active workbook. | (d) Rectangular block of contiguous cell | () |
| 5) Range | (e) Esc Key | () |
| 6) Cell | (f) A single page in a presentation | () |

IV. Choose the Correct answers.

1. We can start a new presentation from. _____
(a) Blank slide (b) Duplicate selected slide (c) Reuse slide
2. The View displays a series of slides one by one in full screen. _____
(a) Normal view (b) Slide sorter view (c) Slide show view
3. Which pane is used to type notes that apply to a particular slide? _____
(a) Slide pane (b) Notes pane (c) Outline pane
4. Which one refers to a range of cells in column E row 5 through 10? _____
(a) E5, E10 (b) E5 to E10 (c) E5:E10

V. Label the given parts.



VI. From the following box, find out Different Terms Related to Creating and Viewing Slides.

S	N	F	R	A	C	T	K	I	H	S	D	S	H	E
A	O	O	A	S	F	J	M	H	J	A	S	T	D	M
V	R	N	N	L	I	L	O	O	K	V	F	I	W	A
E	M	T	G	I	J	M	R	M	T	E	L	N	C	R
D	A	G	E	D	K	N	T	E	H	S	T	M	D	H
S	L	I	D	E	S	O	R	T	E	R	V	I	E	W
G	V	R	S	S	D	A	E	A	M	L	K	U	S	I
B	I	O	O	H	L	S	U	B	E	I	D	I	I	N
N	E	U	F	O	E	H	S	O	S	M	N	A	G	S
F	W	P	T	W	R	F	E	U	S	O	M	F	N	C

Learn Tricky Terms, Memory bytes and text book exercises.