

EXERCISE OF LESSON-4: MICROSOFT POWERPOINT 2007

A. Fill in the blanks:

1. We specify number of rows and columns in the Insert Table dialog box.
2. 'Insert Above' option is present on the Layout tab.
3. The Shape fill is used to apply different background colours in a table.
4. The Plot Area is a window within the Chart Area that contains the actual chart.
5. Data Series are the bars that show the data value.
6. The Pen Weight Tool is present in the Draw Borders group.

B. State True or False:

1. To insert a table in a presentation, we should use Title Slide Layout. False
2. Text can be entered in a table by clicking on the desired cell. True
3. Multiple rows can be added in a table. True
4. The border of a table cannot be modified. False
5. When we insert a chart, the data is also displayed in a special window called Datasheet. True
6. We cannot delete the entire data of a datasheet. False
7. The text is aligned to the top of a cell by default. True

C. Application Based Questions:

1. Rajiv has created a presentation of 5 slides in MS-Powerpoint. In all the five slides he has used only text. He wants to add one more slide, in which he would insert chart and clipart. Suggest to him which type of slide layout should he use for the same.

Ans. Title and Content layout

2. Sumit is working in MS-Powerpoint 2007. He has created a table of 4 rows and 5 columns. But later on he realized that he needs one more row in the same table. Help him by suggesting the correct option to perform the task.

Ans. LAYOUT tab → INSERT ABOVE.

D. Multiple Choice Questions:

1. Intersection of a row and a column is called a _____
 (a) Cell Border (b) Table (c) Cell
 Ans. (c)

2. _____ depicts the pattern, color of the symbols which are assigned to the data series.
 (a) Chart Area (b) Legend (c) Plot Area
 Ans. (b)

3. _____ refers to the positioning of text in a table cell.
- (a) ALIGNMENT (b) FORMATTING (c) TABLE STYLE
- Ans. (a)

4. In MS-Powerpoint 2007 Chart button is present on _____ tab.
(a) HOME (b) DESIGN (c) INSERT
Ans. (c)

5. There are _____ alignment buttons on the Layout tab.
 (a) Four (b) Six (c) Three
 Ans. (b)

E. Answer the following:

1. How will you insert a table in a presentation? Explain any two ways.

Ans. **I WAY:** (i) Select the Title and Content layout. Click Insert Table button. Insert number of rows and columns and click OK.

II WAY: Click INSERT tab → Table → Insert table. Insert number of rows and columns and click OK.

2. How will you add rows in a table?

Ans. (i) Click where you want to insert a row. (ii) Click LAYOUT tab. (iii) Select INSERT ABOVE/INSERT BELOW according to the requirement.

3. How can you apply border to a table and change its colour?

Ans. To apply border to a table: (i) Select the contents of the table. (ii) Click on Designs tab. (iii) Click on the downward arrow of Borders button and select All Borders option.

To apply border colour: (i) Click on Design tab. (ii) Click on downward arrow of Pen Color tool & select the desired color. (iii) Drag mouse over the table and release the button. The color will be changed.

4. How can you apply a new table style to a table?

Ans. (i) Select the table. (ii) Click on Design tab. (iii) Select the desired table style.

5. How will you align text to the bottom of a cell?

Ans. (i) Select the text. (ii) Click on Layout tab. (iii) Click Align bottom button.

6. What is a Chart? Name the components of a chart.

Ans. Chart is pictorial representation of data. Components of chart are: (i) Chart Area (ii) Plot Area (iii) Category Name (iv) Category Axis (v) Value Axis (vi) Data Series (vii) Legend

7. How will you delete the default data of a datasheet?

Ans. (i) Select the data which you want to delete. (ii) Press Delete button.

8. How will you change the chart type?

Ans. (i) Right click on the chart. (ii) Select Change Chart Type option. (iii) Select the desired chart type.

9. Explain how a chart layout can be modified?

Ans. (i) Select the chart. (ii) Click the Design tab. (iii) Scroll through the options in the chart layout group. (iv) Select any chart layout according to the need.