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SUBJECT:COMPUTER SCIENCE
CHAPTER 5:MICROSOFT POWERPOINT 2010
ASSIGNMENT ANSWER KEY

CLASS:V

- 1.By default, a presentation screen is always shown in Normal view
- 2.A presentation is a set of slides that you present to people in a group while each page of a PowerPoint presentation is called a slide.
- 3.You can create a presentation under Normal view and Outline view.
4. Layouts are used to define the layout of the slide, i.e. the placement of title, subtitle, components of slide etc.
- 5.Like a title placeholder, a Text Box is used to hold the text information.
- 6.Yes, we can change the background of a slide at any point of time.
- 7.The four basic elements of a slide are as follows:
 1. Titles
 2. Subtitles
 3. Drawing objects
 4. ClipArt
- 8.There are six views of a PowerPoint presentation:
 1. Normal view
 2. Outline view
 3. Notes Page view
 4. Slide Show
 5. Slide Sorter view
 6. Master view
- 9.Three functions of the Slides Pane are as follows: .
 1. New slides may be added to the presentation.
 2. Allows marking a slide as hidden for not showing it during a slide show.
 3. Deleting a slide from the presentation in case it is no longer needed.
- 10.The three functions that can be performed in Slide Sorter view are as follows:
 1. We can see the entire presentation.

2. We can move slide from one place to another using click-drag method. Also, we can rearrange the order of slides.
3. We can insert, rename and delete slides.

1.Powerpoint presentation are widely used in_____

- a.Note outlines for teachers b. Project presentations by students
c. Communication of planning d. All of above

Answer:d

2. How to Open a presentation in PowerPoint?

- (a) Ctrl + K (b) Ctrl + O (c) Ctrl+ A (d) None of these

Answer:b

3. To begin the Slide show in PowerPoint:

- (a) F2 (b) F3 (c) F4 (d) F5

Answer:d

4. To end the Slide show in PowerPoint:

- (a) Esc (b) End (c) Delete (d) None of these

Answer:a

5.A new presentation can be created from

- a.blank presentation b.From existing presentation c.from design template d.all the above

Answer:d

