MOTHER'S PUBLIC SCHOOL

SUBJECT- COMPUTER SCIENCE,   WORKSHEET-1
ANSWER KEY   STD--V

A. FILL IN THE BLANKS:

1. The **Format** tab has the tools to edit and design the shapes in the Smart Art.

2. **Smart Art** are some in-built shapes which you can add to your slides.

3. The **theme** is used to create the default layout and appearance of the slides in the presentation.

4. **Chart** provides an accurate analysis of information.

   (Chart, Smart Art, Format, theme)

B. MULTIPLE CHOICE QUESTIONS:

1. Which shortcut key combination opens the Font dialog box.

   (a) Ctrl+ Tab   (b)   Shift + Tab. (c) Alt+ shift **(d) Ctrl+ T**

2. We can insert a table in a slide by clicking on the Table option on the _____ tab.

   (a) View (b) Home tab **(c) Insert tab** (d) none of these.

3. Slide Master button is present on_____ tab.

   (a) Home   (b) design   (c) insert   **(d) view**

4. The intersection of row and column in a table is called_____

   (a) Box   **(b) Cell**   (c) Queue   (d) None of these

C. STATE TRUE OR FALSE:

1. You cannot modify themes in Power Point.   [**False**]

2. Slide Master is used to format font type and size. [**True**]

3. Themes effects changes the text of the slide. [**False**]

4. You cannot edit data in a Datasheet . [**False**]

D. MATCH THE FOLLOWING:

A	B

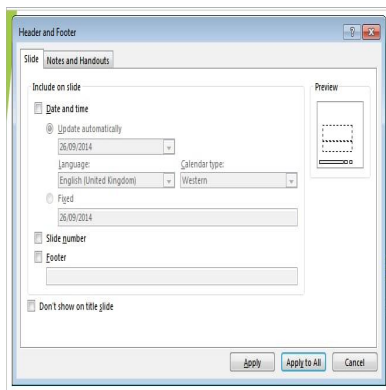|	
1.Home tab	a. Edit Theme group (**4**)
2. Insert tab	b. Customize group (**3**)
3.Design tab	c. Text group (**2**)
4.Slide Master tab	d. Font group (**1**)

E. ANSWER IN ONE WORD:

1. I change the layout of the presentation -- **Themes.**

2. I provide the themes for presentation--**Themes group.**

3. I add pattern in the background—**Pattern fill.**
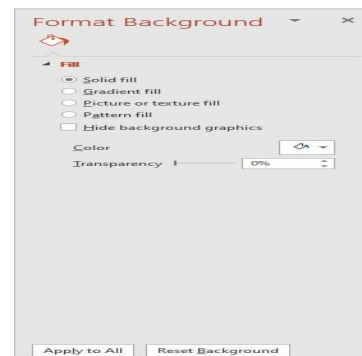
F. APPLICATION BASED QUESTIONS:

1. Rahul wants to create a presentation on the comparative analysis of Rainfall for the five years. Which tool should he use to represent the same ?

   Ans. Chart tool

G. IDENTIFY THE DIALOG BOX AND WRITE THEIR NAMES.

Header & Footer

Format Background Task Pane

H. SHORT ANSWERS:

1.What is a Slide Master?

Ans) The Slide Master is an element of a template that stores information, including font styles, placeholder sizes, position of text and objects , bullet styles, background design, and colour schemes.

2. Write the steps to insert table in a Presentation.

Ans) Select the Title and Content layout slide in a presentation→Click on the Insert Table icon present on the slide→Insert dialog box appear→Define the number of rows and columns.

3. What are the benefits of using chart in a presentation?

Ans) Chart is an effective way to display data in a graphical and pictorial form. Charts provide an accurate analysis of the information.