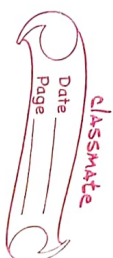


Blue-Print.



I] Tick the correct answer :- $10 \times 1 = 10$.

II] Fill in the blanks :- $8 \times 1 = 8$.

III] Write T for True and F for False :- $8 \times 1 = 8$

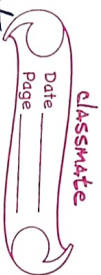
IV] Answer the following in one to two sentences :- $8 \times 1 = 8$.

V] Answer the following in four to five sentences :- $5 \times 2 = 10$.

VI] Write the keyboard shortcut keys for the following :- $4 \times 1 = 4$.

VII] Expand the following :- $4 \times 1 = 4$.

Revision - Worksheet



1] What is icon?

Ans - Small pictures on desktop is called icon.

2] What is default file extension of a presentation file?

Ans - .pptx is the default file extension of a presentation file.

3] What is Microsoft edge?

Ans - Microsoft edge is a default web browser.

4] What is the full form of URL?

Ans - URL -> Uniform Resource Locator.

5] What are slides?

Ans - The pages in PowerPoint are called slides.

6] What is presentation?

Ans - A collection of slides is called presentation.

7). What is the default view in PowerPoint?

Ans → Normal view is the default view in PowerPoint.

8). What is recycle bin?

Ans → The place where deleted files and folders are found is called recycle bin.

9). Which key is used to rename a file

or a folder?

Ans → F2 key is used to rename a file or a folder.

10). Write various parts of URL.

Ans → The various parts of URL are:-

1). Domain name

2). Protocol

3). Path of the file.

11). Write the form of PAN.

Ans → PAN - Personal Area Network -

12). How can you add text in a slide?

Ans → Double click in the place holder to add text in a slide.

13). Where do you find the deleted files?

Ans → The deleted files are found in recycle bin.

14). How can you consider the internet as WAN?

Ans → WAN provides the connection to large geographical distance.

15). What is network?

Ans → Network is a connection of two or more computers for sharing data.

16). What are the basic requirements for internet connection?

Ans:-

1) Computer

2) Modem

3) Internet service provider

4) Internet browser

5) Broadband connection.

17). Name the different types of views of a PowerPoint Presentation.

Ans →

- 1) Normal view
- 2) Reading view
- 3) Slide show.
- 4) Slide Sorter view.

18). How can you save a presentation?

Ans →

- 1) Click on File menu.
- 2) Click on Save as option.
- 3) Add name in the name box.
- 4) Click on save.

19). What is folder?

Ans → A bag for storing files is called folder.

20). What is Booting?

Ans → The process that starts on switching on a computer is called booting.

21). Which key is used to delete the selected slide?

Ans → Delete key is used to delete the selected slide.

22). What is file?

Ans → A file is a collection of information and data.

23). Write the uses of internet.

Ans →

- 1) Search for information
- 2) Watching movies
- 3) Online shopping.
- 4) Paying bills
- 5) Send emails
- 6) Playing games
- 7) Chatting.
- 8) Booking tickets.

24). What is e-commerce?

Ans → Buying and selling of goods and services with the help of the internet is called e-commerce.

25). Expand WWW.

Ans → WWW - World Wide Web.

26). How can you delete a slide?

Ans → Right click on the slide and click on the delete option.

27). To change the font case, we have to first locate the?

Ans → Home tab.

28). What is the dotted rectangular on a slide where text and images can be inserted called?

Ans → Placeholder.

29). Normal view can be chosen from which tab?

Ans → Normal view can be chosen from view tab.

30). What is desktop?

Ans → The first screen that appears after switching on a computer is called desktop.

31). What is the need of quick access toolbar?

Ans → Quick Access toolbar is used to save, redo and undo.

32). Expand the following:—

1). PAN - Personal Area Network.

2). LAN - Local Area Network.

3). MAN → Metropolitan Area Network.

4). WAN → Wide Area Network.

5). CAN → Campus Area Network.

6). WWW → ~~Wide Area~~ World Wide Web.

7). ISP → Internet Service Provider.

8). URL → Uniform Resource Locator.

9). IP → Internet Protocol.

10). HTML → Hypertext Markup Language.