



Class:IX

CHAPTER -12

Subject : FIT

MICRO SOFT POWER POINT

1. Multiple Choice Questions (Tick the correct option) :

[$\frac{1}{2} \times 4 = 2$]

- (a) _____ displays the name of the presentation.
- (i) Status Bar
 - (ii) Ribbon
 - (iii) Quick Access Toolbar
 - (iv) Title Bar
- (b) The method of arranging things, text or object on a slide is called _____ .
- (i) Template
 - (ii) View
 - (iii) Layout
 - (iv) WordArt
- (c) You can create a presentation quickly by using _____ .
- (i) Blank and recent
 - (ii) Installed Templates
 - (iii) Installed Themes
 - (iv) All of these
- (d) Shortcut key to select all objects on the Slides tab.
- (i) Ctrl + A
 - (ii) Ctrl + B
 - (iii) Ctrl + C
 - (iv) Ctrl + D

2. Answer in short :

[$1 \times 4 = 4$]

- (a) What are Presentation Graphics?
- (b) How can you delete a slide?
- (c) What is the use of Slide Sorter View?
- (d) Name any two popular presentation software.

3. Explain the following :

- (a) Simran is preparing a presentation for her project title "Disaster Management". What features will she use for the following task. [1×2 = 2]
- (i) to rearrange the slides in the presentation.
 - (ii) to view all the slides together .
- (b) Describe any two features of PowerPoint. **2**
- (c) What kind of data do you use on Header and Footer? **2**
- (d) What is a layout? What are the different types of layout available. **3**



1. Multiple Choice Questions (Tick the correct option) :

[$\frac{1}{2} \times 4 = 2$]

- (a) A _____ is a 'see through' picture or image which is more transparent than a background.
- (i) Clip Art
 - (ii) WordArt
 - (iii) Watermark
 - (iv) None of these
- (b) A Slide Master is used to make changes on _____ .
- (i) all the slides
 - (ii) on odd slides
 - (iii) only on single slide
 - (iv) on even slides
- (c) _____ is used to add special visual or sound or movement effects to text or an object.
- (i) ClipArt
 - (ii) Animation
 - (iii) SmartArt
 - (iv) Shapes
- (d) _____ are the great method of depicting information pictorially.
- (i) Graphs
 - (ii) Charts
 - (iii) SmartArt
 - (iv) Both (i) and (ii)

2. Answer in short :

[$1 \times 4 = 4$]

- (a) What are SmartArt?
- (b) Name the different animation that can be added to a slide.
- (c) Name the group which has Rehearse Timings command.
- (d) Name the group which has Slide Master command.

3. Explain the following :

- (a) Simran is preparing a presentation for her project title "Disaster Management". What features will she use for the following task. [1 × 2 = 2]
- (i) to insert sound effect in the slide.
 - (ii) to perform animation in the slide.
- (b) Write the steps to insert table in the presentation. **3**
- (c) How would you set rehearse timing of the Slide Show in your presentation? **2**
- (d) What are Action buttons? **2**