

ASSIGNMENT - 1

SUB - COMPUTER

DATE - 27.10.2014

**Q1. Multiply choice Questions:-**

a) The cut copy and paste button are under which tab.

- i) Home      ii) Insert      iii) view      iv) Page layout

b) Slide show display the slides

- i) In full view ii) In slide sorter      iii) In normal view      iv) In thumbnail view

c) Which effect added with the visual effect can enhance the transition effect.

- i) Sound transition      ii) Theme      iii) Custom animation      iv) Varying transition speed

**Q2.Fill in the blanks:-**

a) An Excel document is called \_\_\_\_\_.

b) \_\_\_\_\_ in PowerPoint are design setting with Pre defined colours and font properties.

c) \_\_\_\_\_ can be set to happen at slow medium or fast speed.

d) To advance the slide manually, enable the On \_\_\_\_\_ option.

**Q3. True or false: -**

a) Animation of a text on a slide is possible \_\_\_\_\_.

b) To view slide show we can press f5 Key \_\_\_\_\_.

c) You can not apply animation effect to the text. \_\_\_\_\_

**Q4. Answer the following questions: -**

a) Write the properties of Mouse.

b) What logical difference is true b/w transition effect and applying can animation effect to an object on the slide?

c) What difference can you find b/w changing a theme and changing Background of a slide?

d) Write six common steps which are suitable when we apply Background & Animation to the slide.