

## Section A


- A) 1) Ans) Transition  
 2) Ans) Objects & text  
 3) Ans) Action button  
 4) Ans) Microphone  
 5) Ans) From beginning  
 6) Ans) Loop until stopped

- B) 1) Ans) True  
 2) Ans) True  
 3) Ans) False  
 4) Ans) False  
 5) Ans) True  
 6) Ans) False  
 7) Ans) False

- C) 1) Ans) Action button

2) Ans) Click on new slide drop down menu on home tab select slide from outline option.

## Section B

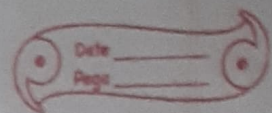
- A) 1) Ans) Ctrl + D  
 2) Ans) Animation  
 3) Ans) WAV  
 4) Ans) 

B) 1) Ans) The ability to move objects like text, graphics, charts, logos etc on the slide is called Animation. It can help make a powerpoint presentation more dynamic and help make information more memorable. You can also add sound to increase the intensity.

2) Ans) Transition is a tool in Microsoft Powerpoint that creates movement in the slides as one slide changes to another during a presentation.

- 3) Ans) ★ Select the slide to insert the recorded sound.
- ★ Click on the Audio drop-down arrow in the Media group on the Insert tab.
  - ★ Choose the Record Audio option from the drop-down menu.
  - ★ The Record Sound dialog box appears. Type a name for the audio recording if you want.
  - ★ Click on the Record button to start recording. When you have finished recording, click on the Stop button.
  - ★ When you are done, click OK. The Audio clip icon appears on the slide denoting that the audio file has been embedded in the slide.
- 4) A) Action buttons are built in button shapes you can add to a presentation & set to link to another slide, play a sound, or perform a similar action. When someone clicks/hovers over the button the selected action will occur. Action buttons can do many of the same things as hyperlinks.

## Section A



- 1) The appearance of Date and time on a worksheet depends on the Format applied to the cell.
- 2) To repeat most of the commands or actions, press the Ctrl + F4 function key.
- 3) You can minimize the worksheet by pressing the F4 key combination.
- 4) The Enter and Close buttons are present on the Formula Bar.
- 5) When you use F2 key for modification, the insertion point appears at the End of the cell content.
- 6) To copy the data, the Ctrl + C key combination can be used.
- 7) The default value for column width and row height in a worksheet are 8.43 and 15 points respectively.

B) Copying refers to placing data from one place to another. F

- 2) Ctrl + A key combination is used to select a row. F
- 3) Auto fill is a feature to copy data simply by dragging the fill handle to the cells to be filled in. T
- 4) To turn on Overtype mode, press the insert key from the keyboard. F
- 5) Copy, Cut and Paste buttons are present in the Font group. F
- 6) To insert a new column in Excel sheet, select Add Button. F
- 7) The short cut for Flash Fill is shift + E. F

Right has

C) And To insert right click the header and then insert a new column

## Section B

- A)
- 1) F2
  - 2) Paste
  - 3) Ready
  - 4) Ctrl
  - 5) Ctrl + Z
  - 6) Ctrl + Shift + 7
  - 7) Ctrl + A

B) 1) Ans) Edit mode is indicated on the left side of the Status Bar. Position the pointer at the desired place and change the contents.

2) Ans) Select the column/cell to the left of which a new column is to be inserted. For example we have selected column E. Click on the drop-down arrow of the Insert button in the Cells group on the Home tab and choose the Insert Sheet Columns option. Excel inserts a blank column to the left of column E and shifts the entries of column "E" to "F".

3) Ans) After making modifications in a cell, you may wish to cancel the changes and retrieve the previous data. To undo the last action performed, use the Undo button on the Quick Access Toolbar. The Redo command is used to quickly repeat the last action that you have undone using Undo command. To do as, click on the Redo button on the Quick access toolbar.

4) Ans) To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.