

1. Write full form of the following:

- a) ENIAC _____
- b) UNIVAC _____
- c) PDP _____
- d) IC _____
- e) PC _____

2. Write one word for the following:

- a) The first general purpose digital computer _____
- b) The first mechanical calculator of the world _____
- c) The type of internal memory which is temporary in nature _____
- d) The process of loading the operating system _____
- e) The operating system for Apple computers _____
- f) The background image of the desktop _____
- g) The folder located within another folder _____
- h) A collection of related information stored under a name _____
- i) They help us to locate important files easily _____
- j) The view that runs the presentation _____
- k) The underlying color of a slide _____
- l) The ready-made colorful slide design layouts _____

3. Write the shortcut keys for the following:

- a) To run a slide show _____
- b) To save a presentation _____
- c) To insert a new slide _____
- d) To move to the next slide _____

4. Write the names of the following:

- a) Founder of the Microsoft _____
- b) Founder of the Apple computers _____
- c) Father of the computer _____
- d) Inventor of the QWERTY keypad _____
- e) Inventor of computer mouse _____
- f) Father of web _____
- g) Founder of first free web based email service _____

5. Define:

- a) Operating system
- b) Windows
- c) Folder
- d) Placeholders
- e) Slide
- f) Clip Art Gallery

5. Answer the following questions

- a) Write any three uses of PowerPoint software.
- b) Define slide transition.
- c) Why do we create folders?
- d) What is the use of Windows Explorer?
- e) Differentiate between Licensed and Open Source operating system.
- f) Write the names of some versions of the MS-Windows.