

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 tool for calculation \_\_\_\_\_
- b) The first mechanical calculator of the world \_\_\_\_\_
- c) The first personal computer in the history of computers \_\_\_\_\_
- d) The first PC to use graphic user interface \_\_\_\_\_
- e) The first computer available for commercial sale \_\_\_\_\_
- f) The basic unit of PowerPoint presentation \_\_\_\_\_
- g) The empty objects on a new slide surrounded by dashed lines \_\_\_\_\_
- h) The default background colour of the slide \_\_\_\_\_
- i) The tab which has the option to run a slide \_\_\_\_\_
- j) The readymade colourful slide design layouts \_\_\_\_\_

3. Write the shortcut keys for the following

- a) To run a slide show \_\_\_\_\_
- b) To open a presentation \_\_\_\_\_
- c) To end a presentation \_\_\_\_\_
- 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 \_\_\_\_\_

4. Answer the following questions

- a) Write a short note on PowerPoint.
- b) Define slide transition.
- c) What are themes? Why do we use them?
- d) What do you mean by presentation?
- e) Define slide layout.