

1. Give one word answer for the following statements.

- a) She is known as the first computer programmer.
- b) Type of software designed for user to do its routine work.
- c) Most popular word processing software.
- d) Software used to start the computer.
- e) The software that helps you to play audio and video files on the computer.
- f) The operating system developed by Apple for its laptop and desktop computers.
- g) A box with dotted outlines where you can add text or objects.
- h) A type of software that comes free with the printer when you buy it.
- i) The eye-catching effects that occur while moving from one slide to another.
- j) Open source presentation software.
- k) A term that refers to the way of arranging the contents on your slide.
- m) Ready-made slide design layouts for making quick presentations.

2. Answer the following question

- a) What do you understand by a presentation and what are its advantages?
- b) What are the advantages of using animation effects in the presentation?
- c) Differentiate between proprietary software and open source software.
- d) What is an Application Software and list out some application softwares.
- e) What is the advantage of using Shift key while resizing the pictures/placeholders?

3. Define

- a) Demo software
- b) Freeware software
- c) OEM software
- d) Placeholder
- e) Slide layout
- f) Database software
- g) Entertainment software
- h) Linux
- i) MAC OS X

4. Explore the ribbon of the PowerPoint window and write the name of the tab and group in which following options are available.

- | | Tab | Group |
|---|-------|-------|
| a) To add a new slide. | _____ | _____ |
| b) To change the background style. | _____ | _____ |
| c) To add a picture to a slide. | _____ | _____ |
| d) To view the slide show. | _____ | _____ |
| e) To change the text direction horizontally. | _____ | _____ |
| f) To change the look of the text by adding text effects. | _____ | _____ |