



## Consolidated Worksheet-Term III

Session: 2019-2020

### I. Choose the correct option:-

- 1) Which option inserts a picture to fill the shape ?  
(a)Texture      (b)WordArt      (c)Picture      (d) Object      [   ]
- 2) You will press these keys to go to the first slide.  
(a) Ctrl+Home      (b) Ctrl+End      (c) Ctrl+Up arrow      (d) Ctrl+Down arrow      [   ]
- 3) A single page of a presentation is called \_\_\_\_\_.  
(a)Slide      (b) Pane      (c) Placeholder      (d) Layout      [   ]
- 4) A software that will help you to find the information.  
(a) URL      (b) hyperlink      (c) Search engine      (d) Web browser      [   ]
- 5) To search a file or folder name in the current folder,type it in the :  
(a) Address bar      (b) Title bar      (c) Tool Box      (d) Search Box      [   ]

### II. Fill in the blanks:-

- 1) \_\_\_\_\_ option provides variations with the color to give it more of a marble or shadow look.
- 2) Press the function key \_\_\_\_\_ to start the Slide Show.
- 3) \_\_\_\_\_ is an arrangement of text and pictures on the slide using different types of placeholders.
- 4) \_\_\_\_\_ is a huge network that connects millions of computers.
- 5) A \_\_\_\_\_ is the location where the files and programs are saved.

### III. True/False:-

- 1) Weight option provides a variety of border styles.      [   ]
- 2) We can add, delete, duplicate and rearrange slides in the slides tab.      [   ]
- 3) Tim Berners-Lee is known as the Father of World Wide Web.      [   ]
- 4) The library folder contains five folders by default      [   ]
- 5) Music folder is used to save videos      [   ]

**IV. Match the following:-**

- |                                |                             |
|--------------------------------|-----------------------------|
| 1) Run the slide show          | a) Esc, Ctrl+Break          |
| 2) Single page of presentation | b) Search Engine            |
| 3) URL                         | c) Slide                    |
| 4) End the slide show          | d) F5                       |
| 5) Google                      | e) Uniform Resource Locator |

**V. Answer the following question in short:-**

1. Which subfolders will you find in the Libraries folder ?

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2. What is Internet?

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3. What is a search engine?

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4. Define a slide.

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5. What is a presentation?

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**VI. Answer the following questions.**

1. Describe any two views in a presentation.

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2. What is the purpose of a placeholder?

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3. Write any four uses of the Internet.

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4. Write down the steps to copy files from one folder to another.

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5. What is the difference between Drive and folder ?

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