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Sample Paper [Ms-PowerPoint 2010]

Unit-I [Write the answer]

1. What is presentation? Write any 3 presentation making software.
2. What is Slide? What is transition and animation?
3. What is the difference between slide and presentation?
4. What is the difference between slide show and slide view?
5. How many types of menus in PowerPoint 2010 and name them?
6. Name any 20 tools from the toolbar of PowerPoint 2010 with their works.
7. How many types of Slide Views in PowerPoint 2010 and name them?
8. How to protect your presentation?
9. How to convert PowerPoint 2010 to lower version? What is the reason for it?
10. How to insert chart in slide, How to insert sound and movie in slide?
11. How to insert shape and word art and picture in slide?
12. How to insert table in slide?

Unit-II [Fill in the blanks]

1. Extension of PowerPoint 2010 is _____, extension of PowerPoint 2007 is _____.
2. Extension of PowerPoint 2003 is _____, default slide layout is _____.
3. There are _____ menus in PowerPoint 2010, animation option is under _____ menu.
4. Transition option is under _____ menu, bold option is under _____ menu.

5. Font size is under _____ menu, Insert new slide is under _____ menu.
6. Slide design is under _____ menu, slide orientation is under _____ menu.
7. Font color is _____ menu, there are _____ types of slide layout.

Unit-III[Practical work]

1. Make a presentation on your school.
2. Make a presentation on Computer fundamentals.
3. Make a presentation on Traffic System. Apply transition, animation, create auto slideshow, save the presentation and protect the presentation.

Unit-IV

Write 10 hot keys of Ms-PowerPoint.