Question 1

Choose the correct answer: [2]

(i) Which of the following is the correct method to start a new presentation?

(a) File>New (b) File>Create   (c) File>Presentation (d) File>Exit

(ii) In Google Chrome, the _____ option displays a list of recently visited websites.

(a) recent   (b) latest   (c) history   (d) update

(iii) Opera is an example of a _____.

(a) ISP   (b) web browser   (c) Search Engine   (d) WWW

(iv) The _____ contains the frequently used commands.

(a) Ribbon (b) Tab   (c) Quick Access toolbar   (d) icons

(v) _____ is an internet service provider.

(a) Google   (b) Explorer   (c) BSNL   (d) Microsoft

(vi) The international network is also known as _____.

(a) Global Network   (b) Explorer   (c) Digital Network   (d) Website

(vii) In which area you can add the information about the current slide ?

(a) Title bar   (b) Comment   (c) Notes Pane (d) Slides Pane

(viii) Which button in the recycle bin folder deletes all the files present in it, permanently?

(a) Empty   (b) Clear the recycle bin   (c) delete   (d) Empty the recycle bin

Question 2

(i) **Write True or False:** [1]

(a) To close a presentation, click on the Home tab >Close option.

(b) You can create many folders inside a folder.

(c) In PowerPoint, the files are saved with the extension .pptx.

(d) Modem allows a computer to send or receive data through the telephone lines.

(ii) **Name the following:** [2]

(a) The term used for searching on the WWW without a planned search strategy.

(b) A folder within a folder.

(c) It is a presentation software developed by Microsoft Corporation.

(d) The software that searches various webpages on the WWW for a particular information.
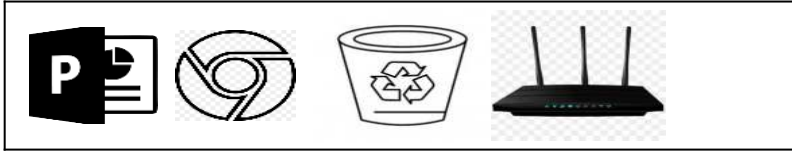
(iii) **Match the following:** [2]

(a) Safari   -   Introductory Page

(b) Home page   -   Default

(c) Title Slide   -   Global Network

(d) Internet   -   Web Browser

Question 3

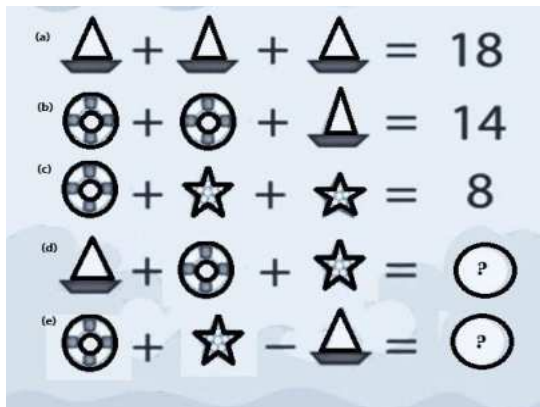(i) **Observe the pictures and write their names as per the given description:** [2]

    (a) The icon that holds the deleted files/folders.

    (b) The application that helps to present your views and ideas.

    (c) The application that helps to access the entire information available on the web.

    (d) It is used for transmission of data from one computer to another via telephone lines.

(ii) **See the picture and write the correct answer:** [1]

(iii) **The following are the steps to start a car. Reorder the steps to arrange them in a logical manner:** [2]

    (a) Turn on the car's engine   (b) Close the car's door

    (c) Open the car's door   (d) Sit in the driver's seat
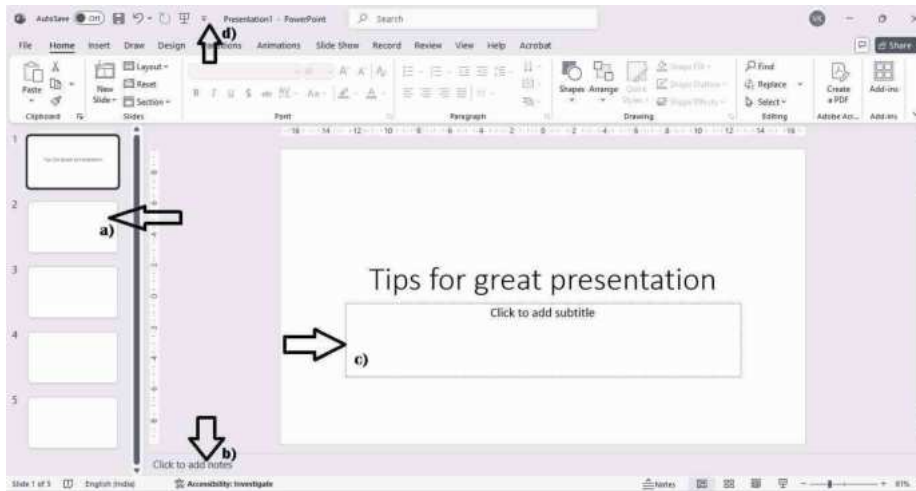
Question 4

(i) **Answer the following:** [7]

    (a) Rekha's brother doesn't know what is a Slide in a Powerpoint presentation. Help him with your answer.

    (b) Nikhila has created a folder with the name "Projects" for her maths project and saved it on her computer. But now she wants to rename it. Help her to do this task.

    (c) Meera wants to delete some files from her folder named "Myfiles". Suggest her the steps to accomplish this task.

    (d) Milan wants to know the difference between copying and moving a folder. Help him with your answer.

    (e) Raji wishes to customise the settings of Google Chrome as per her requirements. Which option should she use to do the same?

    (f) Nila's teacher asked her to create a presentation on the **sports day**, by adding minimum of ten slides in the presentation. Suggest her the option to add slides in a presentation.

(g) What are the basic requirements of an internet connection?

(ii) **Given below is a powerpoint window. Label the parts:** [2]

(iii) **Write the full form for the following:** [4]

(a) WWW   **(b)** Modem   **(c)** URL   **(d)** ISP

Question 5

Identify the icons of the following web browsers: [2]

Question 6

(i) **Complete the following paragraph using thewords from the box given below:** [3]

> Title slide, text, graphics, picture with caption, slide layout, title and content

A **(a)**_____refers to the general arrangement of the various components on the slide. It provides different ways to position your **(b)**_____, images and **(c)**_____. **(d)**_____ can give title and subtitle to your presentation. The **(e)**_____ layout contains two placeholders. Powerpoint offers various slide layouts such as comparison and **(f)**_____.

(ii) **Write the shortcut keys:** [1]

(a) To run a slide show   **(b)** To create a new file

Question 7

(i) **Answer the following with the help of jumbled words:** [3]

(a) A _____ [ERPSENNATTIO] is a collection of slides arranged in a systematic order.

(b) All the related files are clubbed inside a _____.[REOLFD]

(c) _____ thinking helps in converting complex task into simple ones.[PEST WISE]

(d) _____ refers to the act of thinking about something logically to solve a problem.[RAESIONNG]

(e) Name the device which converts data from digital mode to analog mode and vice

versa.[MMODE]

(f) A _____ [HPYERLIN] can be a highlited text, button or an image.

(ii) **Identify the buttons used in a browser window:** **[2]**

(a) Which button takes you back to the previous page you have already visited?

(b) Whch button reloads the most recent version of the current page?

(c) Which button allows the user to store and revisit the chosen websites whenever needed?

(d) Which button allows you to open a webpage in a new tab?

(iii) **Given below are the guidelines to be followed in a computer lab. Complete the same by choosing the correct options from the brackets:** **[4]**

While working in computer lab, we should follow certain _____ (games/ ethics).Always create _____ (files/folders) to keep your work organized. Give _____(meaningful/ random) names to your folders. We should not open the files or folders of our classmates without seeking their _____ (permission/rejection). Do not tamper with others files/folders by changing their _____ (content/subfolder) and _____(location/Projection). Scan _____(internal/external) storage devices before using them. Check before _____ (creating/deleting) to avoid removing important work.

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