# 1. Introduction to IT & ITeS

**Unit 1: Introduction to IT–ITeS Industry**

## Unsolved Exercise

### Section A

**A.** 1. iv    2. iii    3. iv    4. i    5. iii

**B.** 1. Online chatting    2. Telemedicine   3. ERP    4. Satellites
     5. Social Networking

### Section B

**A.** 1. Following are the types of BPO Services.

**Customer Support Services:** These services are related to giving information to clients by responding through Chatbot, Voice, e-Mail, Chats, etc. Such customer support centers operate 24x7 throughout the year. Examples include, resolving customer queries related to travel, order status, product information, grievance handling, etc.

**Technical Support Services:** These types of BPO services provide technical knowledge at the outsourced centre to resolve customer queries pertaining to computer hardware, software, peripherals and the internet. The queries handled include online training for user registration, to recover password, installation, product support, troubleshooting and usage support. For example: if a customer is unable to install an application into his computer, it is the online technician who troubleshoots the issue.

**Data-Entry Services:** These type of BPO services include entering data at a fast pace taking care to maintain a high degree of accuracy. For example: maintaining data related to sales, data entry of student details, data entry of voters, mortgage, etc.

**Accounting Services:** These types of BPOs include services related to maintaining general ledger, financial statements, balance-sheets, bank reconciliation statements, assets and liabilities, etc.

**Online Services:** Such BPO services include online sales and purchases, e-booking, e-ticketing, etc.

2. Computers facilitate the criminal identification and law enforcement departments in:

- **Tracking:** The location of suspicious person or accused can now be tracked through their mobile phone signals.
- **Digital Criminal Record:** The criminal investigation departments are now able to maintain the records of each criminal digitally in computer. Police stations do not have to send huge paper files to Police Headquarters for any analysis as all crime records are electronically stored in their central computers (server) which can be accessed from anywhere with proper authentication.
- **Analysis:** The criminal investigation departments do comparative analysis of nature of crimes in each state and watch trend on different crimes through software generated statistics on computer.
- **DNA Test:** This is a form of examination of hair sample, blood sample, etc. by the use of computer technology to identify people associated with a criminal case.
- **Immigration Records:** There are a large number of foreign nationals and non-residents travel to a country every year. The Immigration departments maintain passport and visa records of all these visitors on computers and accordingly monitor their entry and exit from the country.

3. Computers have enhanced the way in which museums and libraries are accessed.

- **Tracking of Resources:** The updated records are fed in computers and visitors can trace their requirements or areas of interest themselves from user terminals located in libraries and museums.
- **Digital Historical Data:** Records of objects in the museum like the discovery date, location of excavation, relevance of that object in the historic times and other such details which may interest the visitors are electronically maintained.
- **Book Issue Records:** Records of issue, renewing and return of books and CDs are maintained with more accuracy in libraries.
- **Indexing:** Instead of searching different shelves of the library for a particular book, one can speedily search the shelf it is in with data recorded in computer.
- **Online Access of Books:** One can read e-Books, newspapers, journals, research papers in soft copy version.

4. Computer science has led to the development of artificial intelligence in the form of robotics which is concerned with design, construction, and operation of robots that can substitute for humans and replicate human actions.

5. Outsourcing is usually defined as "The process of an organization entering into a contract with another organization to operate and manage one or more of its operations or functions of the parent company".

6. The opportunities in I.T. industries can be broadly classified into:
   - Software Development
   - I.T. Application
   - I.T. enabled Services (ITES)

7. It is computer-based examination system (paperless examination) that has completely automated the old manual procedure of conducting exams as the tests are taken on computers online. Examination data can be stored conveniently in a very less space and it also takes less time for evaluation.

8. It enables the user at different locations to hold face-to-face meetings without moving to a single location together with the help of computers and Internet.

9. • **Telemedicine:** The information technology and telecommunication are now used to provide health care to people living in far off distance.
   - **Computer Controlled Medical Devices:** The diagnosis of diseases are now possible with the computer-controlled devices like ultrasonography, CT scan, X-rays, ECG, etc.
   - **Computerization of Hospital Management System:** Hospitals are using computers to maintained Real time data on bed availability, doctors and other staff on duty, generation of accurate bills of patients, etc.
   - **Digital Patient Records:** Medical records of patients are maintained electronically for quick reference and access instead of being archived in paper files like in the past.
   - **Computerized Labs:** Today, Modern diagnostic laboratories have computerized devices to test samples and infer accurate results.
   - **Computerized Pharmacies:** Computers are now able to check vital details like composition of medicines, expiry dates, inventory, etc. in pharmacies.

10. In modern warfare, computers analyze pictures taken from satellites for tracking enemy movements. Many technologies like GPS (Global Positioning System) and the Internet were initially created or started for the defense services. Computers are an important aspect of the defense industry. Advanced IT tools facilitates:
    - **Design of Weapons:** Computers are now helping in designing new and advanced forms of weapons.
    - **Coding, Decoding and Transmission of Confidential Messages:** There are certain confidential information related to security of the nation which requires extreme secrecy in delivery. These confidential information and classified files are now transmitted in the form of encrypted messages and with multiple levels of coding using specialized computer software and the same is decoded at the receiving end using proper authentication and decoding software.
    - **Identification:** The pictures of enemy troop movements are taken through satellites and plotted using computers thus identifying the exact enemy locations.

- **Simulation:** Missile operations are first tested or simulated on computers before the final implementation.

**B.** 1. Insurance services, Customer Care Support services

   2. • UMANG app
      • mParivahan app
      • BHIM UPI app
      • mAadhaar app
      • Aarogya Setu app

      • MyGov app
      • MADAD app
      • GST rate Finder app
      • mPassport app
      • DigiLocker app

# 2. Data Entry & Keyboard Skills

## Unsolved Exercise

### Section A

**A.** 1. iv     2. i     3. iv     4. i     5. iii

**B.** 1. Words Per Minute (WPM)   2. Arrow keys   3. Ctrl   4. Function   5. Keyboards

**C.** 1. False     2. False     3. True     4. False     5. False

### Section B

**A.** 1. Following are the different types of keys:

- **Alphabet Keys:** There are 26 Alphabet keys (A–Z) on a keyboard that help to type letters.
- **Number Keys:** There are ten (10) Numeric keys (0–9) on a keyboard. They help to type numbers.
- **Function Keys:** These keys lie on the upper side of a keyboard (above the Number keys). They are labelled as F1, F2, .......... F12.
- **Arrow Keys:** Arrow keys are the direction keys which moves arrows in different directions i.e., Up, Down, Left and Right. These keys are useful when one has to move the cursor across the screen.
- **Enter Keys:** It is labelled with 'Enter ↵'. It is one of the most commonly used key of the keyboard. On a desktop keyboard, this key is placed in the middle as well as at the bottom right corner of the keyboard. It helps to move the cursor to the next line and to execute any instruction after typing.
- **Escape (Esc) Key:** It is labelled with 'Esc'. It is placed on the upper side at the left corner of the keyboard.
- **Spacebar Key:** It lies at the bottom of the keyboard. It helps to give space (gap) between two letters or words.

- **Shift Key:** This key is labelled with 'Shift' and an arrow pointing in the upward direction. There are two such keys, one at the left side of the keyboard and the other below the 'Enter' key. It is used to type in capital letters or to type special characters.
- **Ctrl key:** This key is used in conjunction with other keys of the keyboard to produce control characters or instructions. Alt key is like a second control key.
- **Caps Lock Key:** This key is labelled with 'Caps Lock'. It lies on the left side of the keyboard. It helps to type the alphabet in 'Capital' letter when 'ON' and in small letter when 'OFF'.
- **Backspace Key:** This key is labelled with 'Backspace' or with a left arrow. When pressed, it erases the character which are present on the left side of the cursor.
- **Delete Key:** This key is used to erase the characters. When pressed, it erases the character present on the right side of the cursor.

2. i. Tab            ii. Start the lesson         iii. Restart the lesson

    iv. Student toolbar

3. Correct position of the hands and body while typing:
- The chair and table height should be such that the shoulder, arm, and wrist muscles are free from any strain.
- The wrists can touch the tabletop. However, do not put even a small portion of your body weight to your wrists.

4. It lies above the virtual keypad. It displays the lesson length, progress of the lesson and sound controller. Status Bar consists of two progress bar:
- Green progress bar shows the percentage of completion of the current lesson.
- Yellow Progress Bar reflects the acceptable time for typing a character. When Yellow progress bar runs out, it is recorded as a 'Slowdown' mistake.

5. It is a way to check the accuracy, speed, slow keystrokes, common error, etc. in a single window. Each time the typist completes a lesson, the Results window displays the achievements in that lesson and offers a range of further action. It consist of 'Next step', 'Detailed statistics', 'Error overview' tab.

**Next step:** Next step tab suggests options for the next step viz. 'Go to the next lesson' and 'Try again' after comparing results with Course goals in the Course options. If the typist has performed well in all the three parameters; viz., speed, accuracy and time-out, the software suggests for going to the next lesson.

**Detailed statistics:** On the second tab, one can see the lesson statistics in detail along with the typing speed and errors / slowdowns for each character / keystroke in the following manner:
- The green dashed line in the diagram shows good and bad results; the good results appear above the line.
- If the result is bad; the column is red, if the result is good; the column is green.

- In keystroke diagrams; the key names are of the same colour as that of the finger zone.

**Errors overview:** On the third tab, one can check the errors that occurred during the typing lesson.

The letters in different colours indicate the following:

- Green indicates correct character.
- Yellow colour is an indication that the time frame of typing has been exceeded.
- Red indicates incorrect character.
- Orange indicates both incorrect character as well as exceeding of the time frame.

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7. i. It is a type of on-screen keypad which helps to learn typing with all the ten fingers.

ii. Lesson controlled section allows the user to start/suspend the current lesson, restart from the begining and monitor the current speed, accuracy and time elapsed in real-time.

iii. 'Overall Rating' is evaluated on the basis of speed, accuracy and slowdown keystrokes. It is displayed with the help of indicator which ranges from 'Could be better' to 'Excellent'. Indicator colours have significance which varies with the change of range.

8. i. 'F' and 'J' keys are called Guide keys. They contain a small raised tangible mark to help the typist to place their fingers correctly on the Home keys. Alphabets ASDF are home keys for the left hand and ; (semi-colon) LKJ for the right hand.

ii. Enter, Arrows, Shift, Spacebar.

9. **Typing Ergonomics** is the science of preventing common injuries by using proper posture and stretching techniques when working on a computer.

Some of the key points of typing ergonomics are:

- The ideal typing posture is such that the keyboard is below the elbow height when seated, with the wrists straight and not planted on the surface of the desk.
- The right sitting position involves:
  - Resting the back against the chair for maximum support.
  - Resting the feet flat on the floor or on a footrest.
  - Looking straight ahead without leaning forward.
  - The top of the monitor must be at the same level or slightly below the horizontal eye level.
  - Positioning the knees at the same level or slightly lower than the thighs.
  - Relaxing the shoulders.

- Avoid pounding on the keys and do not exert more force than is necessary.
- Take short breaks every thirty minutes and move around.

10. The text panel of lesson editor is used to edit, modify, insert and delete the selected lesson.

**B.** 1. Toolbar.

2. Yashika can use Errors Overview tab of Result Interpretation window for the purpose.

# 3. Digital Documentation: Word Processor

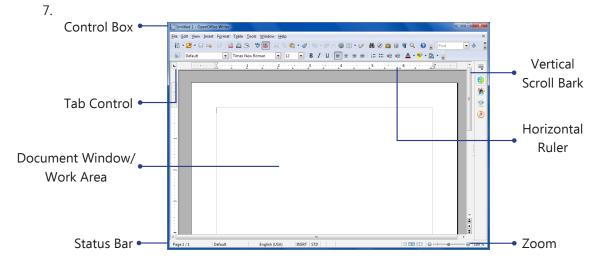## Unsolved Exercise

### Section A

**A.** 1. iii     2. ii     3. iii     4. iv     5. i

**B.** 1. Not in dictionary     2. Ctrl + F10     3. Cut     4. Inserting    5. editing

### Section B

**A.** 1. Clipboard is a temporary storage area that stores the object which has been cut or copied for future use. Whenever one uses the 'Paste' option the object from the 'Clipboard' is retrieved by that application.

2. i. Ctrl + Shift + F8

ii. Shift + Down/Up arrow

iii. Ctrl + Shift + Down/Up arrow

3. The advantages of a word processor over typewriters are:
- Writing text for the document that has large number of papers.
- Editing & changing some content after composing it.
- Moving content from one part of the document to another.
- Changing the width (side wise) of page margins of the papers in a document.
- Adding new pages in between the pages of the document.
- Doing corrections of spellings & checking grammar of textual contents of the document.
- Searching a particular word or phrase in the document and replace it with the other word.

4. To find and replace a word or phrase or text in 'Writer', follow the steps:

**Step 1:** Click on the 'Find & Replace' option from the 'Edit' menu. 'Find & Replace' dialog box opens:

**Step 2:** Type the text to be searched.

**Step 3:** Type the text with which it has to be replaced with.

**Step 4:** Click on 'Find' to find the matched text.

**Step 5:** Click on 'Replace' to 'Replace' the matched text..

**Step 6:** Repeat the step as many times as required or click on 'Replace All' to replace all relevant text.

5. Making changes in the existing text is known as 'Editing'. After entering text in a document, the user may wish to modify the contents. Editing of a document involves modifying, inserting, deleting the selected text of a document. Edit menu provides various editing options like Undo, Redo, Cut, Select, Copy, Paste, etc., which helps in modifying the contents of a document.

6. The 'Page Preview' option displays the print layout or a miniature view of how a document would look when it actually gets printed on a paper.

7.



Labels: Control Box, Tab Control, Document Window/Work Area, Status Bar, Vertical Scroll Bark, Horizontal Ruler, Zoom

8. i. It lies at the bottom of the application window. It displays information that includes Page number, Page style, Language and Type of view (magnification percentage), etc.

   ii. It lies below the 'Menu bar'. It contains shortcut buttons which provide quick access to frequently used commands like New, Open, Save, Print, etc.

   iii. It lies at the top of the screen. It displays the name of the active document. In Title Bar, there is a control box at the left corner and Minimize, Maximize/Restore and Close buttons are at the right corner.

9. In a word processor, graphical pictures can be added in the document. There are various tools to draw shapes and designs in word processors.

10. A user can easily switch from one page to other page of a document instantly in a word processor to view or edit it.

**B.** 1. Yes, Mail Merge.

   2. Use Copy-Paste feature.

## Unsolved Exercise

### Section A

**A.** 1. iii     2. i     3. i     4. iv     5. iii

**B.** 1. Portrait     2. Ctrl + I     3. F5     4. File     5. beginning, end

### Section B

**A.** 1. **Merging Cells:** Combining two or more adjacent cells in the same row or column is known as merging of cells.

    **Splitting Cells:** Division of cells into two or more sub-cells is known as splitting of cells.

2. Paragraph spacing is the space or the gap between two paragraphs. Space can be specified in lines or in points.

    The 'Above paragraph' is used to increase or decrease the space between the selected paragraph and the paragraph before the selected one whereas the 'Below paragraph' is used to increase or decrease the space between the selected paragraph and the paragraph next to selected one.

3. 0.5".

4. Find and Replace, Ctrl + H.

5. Tools → Word Count.

6. Steps to insert a mathematical expression in a document:

    **Step 1:** Select 'Object' from the 'Insert' menu and choose the option 'Formula' from the submenu. Formula window appears on the screen.

    **Step 2:** Right click on the 'Edit Window'.

    **Step 3:** Select the desired formula type.

    **Step 4:** 'Elements' dialog box appears with several options. Select the desired expression say 'a>b'. The expression will appear as '<q> > <q>' in the document and appears as '<?> > <?>' in the 'Edit' window. Edit the given expression as per the need in edit & Element window.

    **Step 5:** After inserting the expression erase the right and left angular bracket & click anywhere in the document window to close the Edit window.

7. Header and Footer is the mark of identification or reference of the text which is displayed on every page of a document. Header or Footer contains information such as page numbers, date, logo of a company, title or file name of the document, etc.

    Header is the repetitive text that is printed at the top of every page where as footer is the repetitive text that is printed at the bottom of every page in a document. By default, header or footer is printed at 0.5" gap from the edge of the page. One can apply the same header or footer in the document or in some pages of a document.

8. Different options of Line spacing are:
   - **Single:** It provides single line spacing, according to the point size of the font. It is the default line spacing that exists in a normal document.
   - **1.5 lines:** It provides one and a half line size spacing, according to the point size of the font.
   - **Double:** It provides double line spacing, according to the point size of the font.
   - **At least:** It sets minimum spacing between the lines. This option is useful if there are fonts and lines of different sizes in the paragraph.
   - **Proportional:** It allows to enter a percentage value in the box for line spacing, where 100% corresponds to a single line spacing.
   - **Leading:** It sets the height of the vertical space that is inserted between two lines.
   - **Fixed:** It sets the line spacing to exactly match the value that is entered in the box. This can result in cropped characters.

9. Steps to save the document in OpenOffice Writer:

   **Step 1:** Select 'Save As' option from the 'File' menu. 'Save As' dialog box opens as:

   **Step 2:** Browse the location to save the document.

   **Step 3:** Type the 'File name' in the File name box.

   **Step 4:** Click on 'Save' button.

10. Advantages of using Table are:
    i. Visual grouping of information.
    ii. Easy to find information.
    iii. Efficient summarisation of information.
    iv. Make data more understandable.
    v. Reduce complexity of information.

**B.** 1. Tables

2. Footer

# 5. Mail Merge

## Unsolved Exercise

### Section A

**A.** 1. ii          2. iv          3. ___                4. ii          5. ii

**B.** 1. OpenOffice.org          2. Main Document          3. Data source

4. Salutation          5. Letter

**A.** 1. Mail Merge is a feature of Word processor like 'Writer', in which name and address of different recipients are merged in one file and each address is merged with a copy of particular letter by itself, so that the same letter is addressed to different recipients.

2. Steps to edit document in Mail Merge:

**Step 1:** Click on 'Edit Document ...' button.

'Writer' window appears on the screen. Here the user can modify the document.

**Step 2:** After editing work, click to open the previous window.

**Step 3:** Click on 'Next'.

3. The main document contains the contents of the letter that remains the same for each of the merged document, it may contain text, letter, graphics, etc. It also contains the field names and address that retrieves names from the data source file of address.

4. WordStar, Word, Writer, Word Perfect.

5. To insert a comment to be associated with a recorded change:

**Step 1:** Place the cursor at the text and click on Insert → Comment .

**Step 2:** It will display a yellow rectangular box towards the text for which comment is to be inserted. Type the notes in the box.

**B.** Track changes

# 6. Working with Spreadsheet

## Unsolved Exercise

### Section A

**A.** 1. i  2. iii  3. ii  4. i  5. i

**B.** 1. 1024  2. Format → Character  3. .ods  4. three

5. Cell Pointer

### Section B

**A.** 1. User can hide worksheet(s) of a workbook which can be displayed later. To hide a worksheet:

**Step 1:** Select the sheet(s) to be hidden.

**Step 2:** Select the option 'Sheet' from the 'Format' menu. Click on the 'Hide' option.

**Step 3:** Click on 'OK' Button.

2. A user can add more sheets, if required. To add new sheets in the workbook:

**Step 1:** Right click on 'Sheet' tab and select 'Insert Sheet' option. 'Insert Sheet' dialog box appears.

**Step 2:** Set the position where the new sheet is to be added in the workbook.

**Step 3:** Specify the number and the name of sheet to be created.

**Step 4:** Click on the 'OK' button.

3. Each cell has a unique address which identifies its location. A cell address is identified with its column position followed by its row number, for example: 'A5' is the cell address that is a combination of column 'A' and row '5'.

4. The "Shrink to fit cell size" feature automatically reduces the font size in a cell so that the text fits inside the cell without wrapping.

5. Two operations performed on the data in a spreadsheet are:

   i.   Use of formulae for calculations.

   ii.  Use of charts for pictorial display of information.

6. Formulae are entered to perform mathematical operations such as addition, subtraction, multiplication, division, etc. Formula entry in a cell is logical entry. It shows the relationship between different cells. In Calc or Excel, a formula always starts with an euqal (=) sign.

7. **OR:** Produces true if any condition enclosed in bracket is true, otherwise it produces false. Eg. =OR(5>3; 4<5;4>15) will display true.

   =OR(3>6; 2<1) will display false.

   **AND:** Produces true if all the conditions enclosed in bracket is true otherwise displays false.

   Eg.=AND (5>3; 4<5; 4>15) will display false. (As one of the condition is false)

   =AND(5>3; 4<5) will display true. (As all of the conditions are true)

   **IF:** If the condition in the statement is true, it will display the true part otherwise it will display the false part.

   Eg. =IF(4>5;4;5) will display 5 since the condition is false.

8. Given below is the list of errors which commonly occurs in 'Calc'.

| Errors | Reasons |
|--------|---------|
| #### | Occurs when the cell contains a number, data or time that is wider than the Cell width or when the cell contains a date and/or time formula that produces a negative result. |
| #VALUE | Occurs when the wrong type of argument or operand is used. |
| #NAME | Occurs when 'Calc' does not recognize text in a formula. |
| #NUM | Occurs when there is a problem with a number in a formula or function. |
| #REF! | Occurs when a cell reference is not valid. |
| #DIV/0! | Occurs when a formula is divided by zero. |

9. i. **MAX( ):** Produces the largest value from the given range of cells.

Eg. =MAX(10;20;15;25) Displays output:25

= MAX(A1:A5) Displays the largest value from cell A1 to A5.

= MAX(B2:C4) Displays the largest value of cells B2, B3, B4,C2, C3 and C4.

ii. **AVERAGE( ):** Produces the average (mean) of the given arguments.

Eg.=AVERAGE(10;20;30) Displays output: 20

=AVERAGE(A1;A2;A3) Displays the average of the cells A1, A2 and A3

=AVERAGE(A1:A10) Displays the average of the cells from the range A1 to A10

iii. **COUNT():** Produces the number of arguments enclosed in small brackets.

Eg. = COUNT(1;2;15;25;3;6) Displays output :6

= COUNT(A1:A20) Displays output: 20 (If all cells i.e., A1 to A20 contains values).

10. A group of cells is known as a cell range. A range comprises of two or more selected cells and those selected cells need not be adjacent to each other.

- **Vertical/Column Range:** Column range is the number of selected cells spread across the column.
- **Horizontal/Row Range:** Row range is the number of selected cells spread across the row.
- **Mixed Range:** Mixed range is the number of selected cells spread across the row and column.

**B.** 1. Spreadsheet

2. E9

# 7. Formatting Cells in Spreadsheet

## Unsolved Exercise

### Section A

**A.** 1. i    2. iv    3. i    4. iii    5. i

**B.** 1. Format Cells    2. Formatting tool    3. Formatting

4. Auto Fill    5. Chart

**A.** 1. Steps to insert a chart in calc are:

**Step 1:** Select the data.

**Step 2:** Select the 'Chart' option from the 'Insert' menu.

**Step 3:** Select any type of chart from the list.

**Step 4:** Click on 'Next'.

**Step 5:** Enter appropriate range of cells. (To alter the range click on the 'Data Range' option.)

**Step 6:** Select the range of cells to display chart.

**Step 7:** Click on 'Next' button.

**Step 8:** Select the data range from the list for Name and Y-Values.

**Step 9:** Edit data series from other cells.

**Step 10:** Click on 'Next'.

**Step 11:** Mention the title and subtitle of the chart.

**Step 12:** Click on the check box.

**Step 13:** Click on 'Display Legend' checkbox and set the position.

**Step 14:** Click on 'Finish'.

2. The two operations that can be performed on data in a spreadsheet are:

i. Use of formulae for calculations.

ii. Use of charts for pictorial display of information.

3. Formulae are entered to perform mathematical operations such as addition, subtraction, multiplication, division, etc. Formula entry in a cell is logical entry. It shows the relationship between different cells. In Calc or Excel, a formula always starts with an euqal (=) sign.

4. Default, Left, Right, Center, Filled, Justified.

5. Cell can be formatted to hold different version of time. To do so:

**Step 1:** Select the range of cells.

**Step 2:** Click on the 'Format' menu and then select 'Cells' option. 'Format Cells' window appears on the screen.

6. Steps to format font of a cell content in a worksheet are:

**Step 1:** Select the contents of cell or range of cells.

**Step 2:** Select the option 'Cells' from the 'Format' menu. 'Format Cells' dialog box opens.

**Step 3:** Click on the 'Font' tab.

**Step 4:** Select the appropriate Font, Typeface, Size.

**Step 5:** Click on 'Font Effects' tab to select the appropriate option of Font color, Overlining, Strikethrough, etc.

**Step 6:** Click on the 'OK' button to implement the changes.

7. It is an additional feature in spreadsheet package like 'Calc' in which a certain kind of predefined series of data such as name of months of a year, serial numbers, etc. are automatically generated once the user feeds the initial data.

8. Data Series is the range of cells selected to create a chart in Calc.

9. To create a Custom list:

**Step 1:** Select 'Options' from the 'Tools' menu. 'Options' dialog box appears on the screen.

**Step 2:** Click on the '+' beside OpenOffice Calc.

**Step 3:** Click to display predefined series of list.

**Step 4:** To generate own list, click on the 'New' button.

**Step 5:** Fill the series in entries section and then click on 'Add' button to insert the user defined entries in the list, then click on 'OK' button.

10. The contents will be displayed within the column width only. The data which does not get accommodated in the cell width will be hidden in the cell.

**B.**  1. Formulae

2. Column/Bar Chart

# 8. Working with Presentation

## Unsolved Exercise

### Section A

**A.**  1. i  2. iii  3. iv  4. i  5. iv

**B.**  1. Presentation  2. Slide Pane  3. Workspace  4. Alt + I + E

5. Home, End

### Section B

**A.**  1. i. Spelling and Grammar  ii. Zoom  iii. Slide Show  iv. Font Size

2. Presentation package can be used for different purposes like:

• **On-Screen Presentation:** Presentation packages can be used to create exciting and effective on-screen presentations that can be displayed through LCD projectors or LED TVs. They include movies, sounds, animations, etc.

• **Web Presentation:** Presentation package can be used for displaying presentation on web. Thus, presentation can be made accessible to people staying in remote places of the world.

• **35 mm Slides:** The electronic slides or pages can be used to make 35mm slides for different purposes.

- **Overhead Transparencies:** The slides made in a graphical presentation package can be printed on transparent sheets facilitating overhead presentations.
- **Handouts and References:** The outline of slides can be printed on a paper which can be used for reference purpose and the matter of the slides can also be used as notes.

3. In normal view (by default) a blank slide appears on the workspace. It enables a user to make presentation as per the need. It is helpful while designing presentation of large number of slides. It sets the standard for viewing slides.

4. i. The handout view enables to prepare a hard copy or summary of the presentation. With this view, the user can print many slides in a single page. (Often the Handout tab is not viewed as a template).

   ii. In the notes view, the slides are displayed in a reduced form on top of the page. Towards the bottom side, there is a text box in which notes for the slide can be added.

   iii. Outline View displays the slides of a presentation in the miniature format which is without backgrounds, colours, graphics, etc.

   It is a useful option for quickly browsing the presentation or reviewing the presentation. In an outline view, only the text layout is displayed (Slide Title and Main text).

   It is useful for editing the text since the text of several slides appear on the screen at the same time.

   iv. Template is a predefined format, background and colour layout that can be applied to a presentation, but it does not include any content.

5. As Header

6. Watermark is a faded image of a design that is printed as background. In slides, it appears as a shadow. Watermark acts as identification on the screen and it is used to show logo, mark of products, etc. To insert watermark in the slide:

   **Step 1:** Insert the graphic (Picture, Chart, etc.) in the slide which has to be used as watermark.

   **Step 2:** Click on 'Color mode' from the Graphic sidebar deck and select 'Watermark'.

7. Header and Footer is the information of a page which is separated from the main body of the text and appears at the top and the bottom of the page.

   To make the presentation more effective and informative, the user can write the topic name, date & time, slide number and the event name for which the slides are presented. The user can display the slide number as the footer. Header is visible only in Notes and Handout view.

8. Portable Document Format (PDF) preserves formatting of the slide and enables file sharing without any changes in the formatting style of presentation. When the PDF format file is viewed online or printed, it retains the original format of the presentation. Confidential presentation must be in pdf format as this format is non editable in general cases.

9. Empty presentation, From Template, Open Existing Presentation.

10. It generally lies beside the standard tool bar to the right side of the screen. The buttons found on this bar are:

| | Slide | It enables to add a new slide in the presentation. |
| | Slide Layout | It enables to reset the slide with a new slide layout. |
| | Slide Design | It enables to apply background design to a slide. |
| | Slide Show | It enables to show the presentation in a full screen. |

**B.** 1. .gif, .jpeg, .gif, .png

   2. Animation

## 9. Digital Slides

### Unsolved Exercise

#### Section A

**A.** 1. iii     2. iv     3. i     4. iv     5. ii

**B.** 1. Handout    2. Slide Show   3. Object    4. master    5. .odp

#### Section B

**A.** 1. Image, Animated Image, Movie, Sound, Chart.

   2. To Modify Background Colour:

   **Step 1:** Select 'Page' from 'Format' menu.

   **Step 2:** On the 'Background' tab, select the 'color' option from 'Fill' drop down box and select a colour for the background and click on the 'OK' button.

   To add shaded Background:

   **Step 1:** On the Background tab, select 'Gradient' option. Or, to add a Textured Background.

   **Step 2:** Choose the desired gradient.

   **Step 3:** Select 'Hatching' option.

   **Step 4:** Choose the desired pattern.

   **Step 5:** Click on 'OK' button.

   3. The Header fields are used to enter chapter name, book name, company logo, etc. The Footer fields are used to enter page number, author's name, date and time, etc.

   4. Tips for effective presentation are:

   i. Prepare well about the topic of the presentation.

   ii. Cover most important points in the beginning.

   iii. Be aware of who is going to be the audience – teacher, students, parents, businessmen, etc.

iv. Rehearse and practice well for the presentation.

v. Keep the slides simple.

vi. Use limited words on slides.

vii. Use photographs and pictures of high resolution and quality.

viii. Use relevant charts.

ix. Use accurate data from reliable sources.

x. Choose appropriate fonts.

xi. Choose eye-catchy colour combination.

xii. Keep the formatting clean and simple.

xiii. Suitably align the objects on the slides.

xiv. Practice well using the timer.

xv. Don't speak too fast, let the audience understand and think what you want to convey.

xvi. Use voice modulation for emphasising different parts of the presentation.

xvii. Do not use too much animation and transitions.

xviii. Use professional graphics instead of clipart.

xix. Customise the templates according to your requirements.

xx. Interact with the audience in between the presentation.

5. To ungroup objects:

**Step 1:** Right-click on the grouped image. A context menu appears on the screen.

**Step 2:** Select 'Ungroup' from the context menu.

6. To resize an image, follow the given steps:

**Step 1:** Select the image by clicking on it. Observe the displayed selection handles.

**Step 2:** Position the mouse pointer over one of the selection handles. The cursor changes the shape giving a graphical representation of the direction of the resizing.

**Step 3:** Click and drag to resize the image.

**Step 4:** Release the mouse button when satisfied with the new size.

7. i. Select the content to be copied, then click the 'Copy' command on standard toolbar.

ii. Place the insertion point on the desired area where content is required to appear.

iii. Press 'Ctrl+V' keys from keyboard.

iv. The copied text will appear at the insertion point.

8. A multimedia software is one that can be used to play or record audio as well as video using peripheral devices.

9. The various components of a slide that can be used for reference purpose are Screens, Dialog boxes, Buttons, Content, Formatting and Playback options.

10. A slide is a single page of a presentation. On the other hand, a slideshow is a display of series of slides on a projectable device.

**B.** 1. Using Themes and Slide Masters

2. Handouts