

## 1. PowerPoint 2019



### Take Off

(Page no. 11)

1. T                      2. T                      3. F                      4. F                      5. T



### Double Tap

(Page no. 14)

1. Remove button
2. Rotate left button
3. Increase brightness button
4. Decrease contrast button
5. Rotate right button
6. Decrease brightness button



### Choose the correct option.

1. a.                      2. a.                      3. b.                      4. c.



### Tick (✓) the correct statements and cross (×) the wrong ones.

1. ×                      2. ✓                      3. ×
4. (This question was printed incorrectly in the book, please correct this question in your textbook)

#### Question.

The Pause button is used to temporarily the screen recording.

Ans. ✓



### Answer the following questions:

1. Insert button in Photo Album dialog box is used to insert pictures into the photo album.



2. The Ink Equations feature of the PowerPoint is used to write equations using finger or stylus (in case of touch screen) and mouse pointer (in other devices).
3. Annotations are the comments and observations added by the presenter on the text / images forming part of the presentation.

To add annotations on a presentation, follow these steps:

Step 1: Click on the Slide Show tab.

Step 2: Check the Use Presenter View option.

Step 3: Start the slide show using From Beginning or From Current Slide tools to start the slide show.

Step 4: Click on Pen button to choose Pen from the pop-up menu.

4. The steps to use Smart Lookup feature in PowerPoint are:

Step 1: Click and drag the mouse pointer to select the word/phrase for which the meaning is to be searched.

Step 2: Right-click on the selected text/phrase.

Step 3: Click on the Search '<selected text>' option to make a smart search.



## Scratch Your Brain.

1. a. Screen Recording      b. Ink Equations      c. Photo Album      d. Ink Annotations
2. **Competency-based/Application-based questions:**
  - a. I will ask Rohan to follow the steps given below:
 

Step 1: Click on the Insert tab.

Step 2: Click on the Photo Album tool from the Images group.

Step 3: Click on the File/Disk button.

Step 4: Click and select the photographs to be added to the photo album.

Step 5: Click on the Insert button.

Step 6: Click on the Create button.
  - b. Geeta can use Ink Equations feature of PowerPoint.

## 2. More on Excel 2019



### Take Off

(Page no. 22)

- a. 4 rows and 4 columns
- b. 300
- c. 109
- d. B4 and C3
- e. D4





- a. F                      b. T



**Choose the correct option.**

1. d.                      2. c.                      3. a.                      4. b.                      5. a.



**Tick (✓) the correct statements and cross (✗) the wrong ones.**

1. ✗                      2. ✓                      3. ✗                      4. ✓



**Fill in the blanks with the correct words.**

1. Insert                      2. Cell Styles                      3. Select All                      4. Merge & Center



**Answer the following questions:**

1. Copy command is used to copy content at the new place and it also exists in its original place.
2. Wrap text feature of Excel allows us to add multiple lines of text inside a cell.
3. Steps to wrap text inside a cell are:  
Step 1: Click the cell in which you want to wrap the text.  
Step 2: Click on Home tab.  
Step 3: Click on Wrap Text command.
4. The steps to change the row height are:  
Step 1: Select the column(s) or row(s) whose width or height you want to change.  
Step 2: Click on Home tab.  
Step 3: Click on Format command.  
Step 4: Choose Row Height.  
Step 5: Type the value that you want your row to be.  
Step 6: Click on OK button.
5. The steps to apply cell border are:  
Step 1: Select the cell or range of cells where you want to apply borders.  
Step 2: Click on Home tab.  
Step 3: Click the arrow next to Borders command.  
Step 4: Click on the border style you would like.



## Scratch Your Brain.

2.

A	W	B	S	P	L	I	T	C	D	E	F	G	H
E	O	F	G	H	M	J	L	N	P	R	T	V	X
Y	R	A	B	G	E	A	D	E	R	T	U	I	P
B	K	R	S	P	R	E	A	D	S	H	E	E	T
N	S	F	R	T	G	O	I	T	R	E	Y	P	T
M	H	V	F	G	E	A	K	G	F	D	U	L	H
C	E	L	L	S	W	Z	L	F	V	C	I	H	B
K	E	E	C	H	S	X	M	V	F	T	I	J	F
L	T	D	X	B	A	C	N	B	G	G	O	N	N

2. **Competency-based/Application-based questions:**
- Sonia can use Merge cell feature of Excel.
  - Anaya can insert a row or column to enter those marks.

## Periodic Assessment–1

(Based on chapters 1 to 2)

### A. Define the following:

1. AutoFill:

AutoFill feature automatically fills a series of data in your worksheet. It saves your time to complete the text or number series for you.

2. Ink Annotations:

Annotations are the comments and observations added by the presenter on the text / images forming part of the presentation. This helps the presenter to highlight and emphasize on the important points while giving a presentation.

3. Merging Cells:

While working on Excel you might need to combine some cells to show a part of data under one heading. Combining two or more cells is known as merging.

4. Photo Album:

The Photo Album feature of PowerPoint allows the user to create a slide show or presentation using the photographs or image files selected by the user. The Photo Album may be created for personal or professional use.

### B. Write the correct order of steps for removing cell borders.

- Select no border option.
- Go to the font group in the home tab.
- Click the arrow next to Borders command.



### C. Identify the icons and write their features.

1. Photo Album: the Photo Album feature of PowerPoint allows the user to create a slide show or presentation using the photographs or image files selected by the user.
2. Screen Recording: powerpoint 2019 allows the user to record the action on the screen alongwith the audio and embed the recording into the pwerpoint presentation.
3. Ink Equations: the Ink Equations feature of the PowerPoint allows the user to write equations using finger or stylus (in case of touch screen) and mouse pointer (in other devices).
4. Stop Button: stop button is used to stop the screen recording and embed the recoded video into the slide.

## 3. Formulas and Functions in Excel 2019



### Take Off

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Average marks are 90 and Percentage in the exams are 90%.



### Double Tap

(Page no. 37)

1. T                      2. T                      3. F



### Double Tap

(Page no. 46)

- a. 5                      b. Comp                      c. 7  
d. CURRENT SYSTEM DATE WILL BE DISPLAYED  
e. 5                      f. 3



### Choose the correct option.

1. a.                      2. a.                      3. b.                      4. c.                      5. d.



### Tick (✓) the correct statements and cross (✗) the wrong ones.

1. ✗                      2. ✓                      3. ✗                      4. ✗                      5. ✓



### Fill in the blanks with the correct words.

1. Functions                      2. equal                      3. square root                      4. dollar(\$)                      5. MIN()



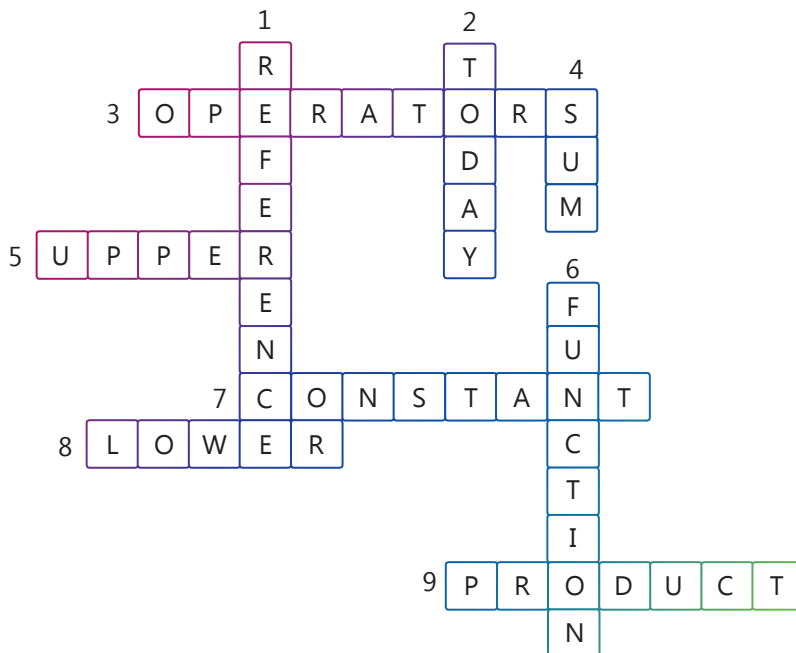
## Answer the following questions:

1. A cell reference is a cell address that can be used in a formula to denote a specific cell.
2. SUM() returns the sum of a range.
3. Text functions are used to work on the characters entered as text.  
Two Mathematical functions are:  
Mod(number, divisor)– It returns the remainder after a number is divided by the divisor.  
Sqrt(number)– It returns the square root of the given number.
4. IF Function checks whether the given condition met, and returns value1 if the condition evaluates to true, and returns value2 if the condition evaluates to false.  
For example:  
Percentage = 80 Input: =IF(Percentage >= 50, "Passed", "Failed")  
Output: Passed
5. The rules to enter a function are:
  - a. All Excel functions must begin with = sign.
  - b. Function name must be a valid Excel name.
  - c. Function must be followed by opening and closing parenthesis.
  - d. Most of the functions must contain an argument within it.



## Scratch Your Brain.

1.



2. Competency-based/Application-based questions:
- a. Siya should use SUM Function.
  - b. I will tell Alisha to use Date and Time Function.

