

Class
5

Answer Key

Trackpad PRO (Ver. 5.1)

A1. Windows 11—Advanced Features

ASSESS YOURSELF

- (ii)
 - (iv)
 - (ii)
 - (iii)
- Ribbon
 - File Explorer
 - Navigation Pane
 - Disk Cleanup
 - Control Panel
- F
 - T
 - T
 - F
 - T
- Clock and Region
 - System and Security
 - Disk Cleanup
 - Hardware and Sound
- Your friend should use the Clock and Region feature in the Control Panel.
 - Your sister should use the Disk Cleanup Tool.
 - Tina should use the Appearance and Personalization setting in the Control Panel.

A2. More on PowerPoint 2021

ASSESS YOURSELF

- (ii)
 - (iii)
 - (iv)
 - (i)
 - (iii)
- Backstage
 - Layouts
 - Home
 - Presenter
 - Slide Show
- Samanvay should click on the **Design** tab to explore different design themes for his presentation.



- b. Select the slide to change the layout → Click on the Home tab → Click Layout drop-down arrow in the Slides group → Choose Comparison Layout.
- c. Clicks on any cell in the table → go to the Table Layout tab → click on Insert Above/Insert Below in the Rows & Columns group.

A3. Formatting in PowerPoint

ASSESS YOURSELF

1. a. (iii) b. (ii) c. (iii) d. (ii)
2. a. Picture b. Attractive c. Combination d. Insert
3. a. WordArt b. Resizing handles
c. Rotation handle d. Insert tab
4. a. Use the Shapes tool under the Insert tab.
b. Use the WordArt command from the Shape Format tab.
c. Use the Charts tool under the Insert tab.

A4. Animation and Transition in PowerPoint

ASSESS YOURSELF

1. a. (ii) b. (iii) c. (iii) d. (iv) e. (iii)
2. a. Right b. SmartArt c. Transition d. Animation
3. a. F b. F c. F d. T
4. a. Timing b. Motion Paths c. Animation Pane d. SmartArt Design and Format
5. a. Use the Animation feature in PowerPoint.
b. Use the Transition feature.
c. Use the Format Shape option.



A5. Excel 2021—An Introduction

ASSESS YOURSELF

- (ii)
 - (iii)
 - (i)
 - (iii)
 - (ii)
- Cell
 - Quick Access Toolbar
 - Workbooks
 - Active
 - Save
- File tab
 - Formula bar
 - New option from the File tab
 - Bottom of the workbook
- I would suggest Rohan look at the Formula Bar to view or edit the formula he has entered for a cell.
 - Click on the + sign next to the worksheet tabs or right-click a sheet tab and choose Insert option.
 - Use the Rename option by right-clicking on the worksheet tab and selecting "Rename", then type "Time Table".

A6. E-mail and Malware Safety

ASSESS YOURSELF

- (i)
 - (ii)
 - (iv)
 - (iii)
 - (ii)
 - (iv)
- Domain
 - Carbon
 - Compose
 - Attachments
 - Signing Out
 - Malware
 - Norton
- Sending emails
 - Inbox
 - Subject
 - Username
 - Macro virus
 - Trojan horse
- Attach files option in an e-mail.
 - Use the Forward option.
 - Use video conferencing services, such as Microsoft Teams or Zoom, for a face-to-face conversation with all the regional managers.

