

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter-1

CLASS 6

## POWERPOINT MAGIC

### A. Tick (✓) the correct option.

- Which of the following is not a SmartArt Graphic Category in PowerPoint?
 

☐ a. List
 ☐ b. WordArt
 ☐ c. Hierarchy
- Which of these transition effects are very simple and basic?
 

☐ a. Exciting
 ☐ b. Dynamic Content
 ☐ c. Subtle
- We can check how transition effect will look by clicking on the ..... button.
 

☐ a. Preview
 ☐ b. Apply
 ☐ c. Edit
- ..... makes the object move in a specified pattern on the slide.
 

☐ a. Emphasis
 ☐ b. Motion Paths
 ☐ c. Exit

### B. Fill in the blanks using the hints given below.

- If you want to record sound to be added, you can click on \_\_\_\_\_ option from the drop-down list. (Audio on My PC/Record Audio)
- The Video File is added to the slide with two additional tabs: \_\_\_\_\_ and Playback. (Format/Design)
- PowerPoint provides in-built graphical layouts called \_\_\_\_\_ graphics. (WordArt/SmartArt)
- \_\_\_\_\_ is a visual effect that gives us the ability to move objects like text, pictures, charts etc. in any direction in the slideshow. (Transition/Animation)

- C.** Create a family tree in PowerPoint using SmartArt layouts. Use proper SmartArt category which should be suitable for this topic. Add all the information and then arrange it properly so that it is easily understandable. Use proper animation and transition effects to make it more visually appealing. Ask your parents for help and data that you might need.





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## POWERPOINT MAGIC

### A. Match the following:

- |                                    |   |
|------------------------------------|---|
| 1. Makes the object move in a      |  a. Exit Animation Effect specified pattern on the slide.      |
| 2. It causes object to disappear   |  b. Animation Pane from the screen.                            |
| 3. All the animations applied to a |  c. Timings Group Slide can be viewed from here.               |
| 4. We can make transitions appear  |  d. Motion Paths After fixed time or after clicking On Mouse. |

### B. Answer the following questions:

1. How Video files in our presentation?

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2. How are SmartArt graphics useful in PowerPoint?

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3. Define any two kinds of animations.

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4. Define any two categories of transition effects.

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### EXPLORE EXCEL

#### A. Tick (✓) the correct option.

- The short key to select the whole worksheet is \_\_\_\_\_.  
☐ a. Ctrl+S      ☐ b. Ctrl+Z      ☐ c. Ctrl+A
- A selected group of cells is called \_\_\_\_\_.  
☐ a. Column      ☐ b. Data      ☐ c. Range
- We can use ..... to fill cells with repetitive or sequential data.  
☐ a. Formula Bar      ☐ b. Fill Handle      ☐ c. Insert Tab
- What is the keyboard shortcut to select an entire worksheet?  
☐ a. Ctrl+Z      ☐ b. Ctrl+D      ☐ c. Ctrl+A

#### B. Fill in the blanks using the hints given below.

- Replacing the content means \_\_\_\_\_ the data. (Copying/Overwriting)
- We can select an entire Row by \_\_\_\_\_ clicking on the row number. (Left/Right)
- When a cell is selected in a worksheet, a solid square called \_\_\_\_\_ appears at the lower right corner of the cell. (Fill Handle/Resize Handle)
- We can select multiple cells by keeping the \_\_\_\_\_ key pressed. (Enter/ Ctrl)

#### C. Answer in one word.

- What is it called when we do not need to replace the text completely but to correct or modify the content of the text? \_\_\_\_\_
- Where should we click to select an entire worksheet? \_\_\_\_\_
- What is the key combination for Redo Option? \_\_\_\_\_
- Paste option is present under which group? \_\_\_\_\_

## EXPLORE EXCEL

### A. Write the key combinations to perform the following tasks in Excel.

1. Selecting an Entire Row \_\_\_\_\_
2. Selecting an Entire Worksheet \_\_\_\_\_
3. Selecting an Entire Column \_\_\_\_\_
4. Deleting Rows or Column \_\_\_\_\_

### B. Application-based questions:

1. Kazim has been preparing a list of all the students in his class roll number wise. Therefore, in the Roll No. column he has to enter numbers in a sequence from 1 to 50. How can he complete this task without having to manually input all the roll numbers?  
\_\_\_\_\_  
\_\_\_\_\_
2. Shamoon has been working in an Excel Workbook containing multiple worksheets for different sections of the same class. He noticed that there are many common columns in all the worksheets which contain the same data. Is there any option available using which he can easily transfer this data to all the worksheets?  
\_\_\_\_\_  
\_\_\_\_\_

### C. What is the difference between replacing and modifying the text?

\_\_\_\_\_  
\_\_\_\_\_