

Class: X; Subject: Information Technology

- Q.1 Fill in the blanks : (1x5=5)
- a) The Animation Pane button is available on _____ tab.
 - b) The video and audio options are available under the _____ group.
 - c) _____ are short text messages that are electronic equivalent of paper sticky notes.
 - d) Outlook adds a blue bar to the top of the appointment window and displays the category's _____.
 - e) To print the details of private appointments, uncheck the _____ check box.
- Q.2 Answer the following questions in one word or a sentence : (½ x4=2)
- a) Which icon appears once an audio file is added successfully to a slide?
 - b) Which PowerPoint tool used in presentation enables the user to present statistical table data in a pictorial representation?
 - c) In which view, do we apply animation effects on slides?
 - d) Which option is generally not recommended while responding to a meeting request by a client or colleague?
- Q.3 a) Write the complete path for Print settings option. (1x2=2)
b) What does Out of office option indicate?
- Q.4 Why it is necessary to categorize an appointment? (2)
- Q.5 Describe the two ways by which you can schedule an Appointment by using Outlook. (3)
- Q.6 How do you run a spell check? How will you ensure that all the instance of a misspelled word in the slide show are corrected? (3)
- Q.7 What are the different ways in which you can add speaker notes in a presentation? (3)