

Q.1 Application based Question: (1)

Namit is working in Microsoft PowerPoint. He has created a table of 4 rows and 5 columns. But later on, he realized that he needs one more row in the same table. Help him by suggesting the correct option to perform this task.

Q.2 Fill in the blanks: (1x3=3)

- a) The \_\_\_\_\_ tool is used to apply different background colors in a table.
- b) \_\_\_\_\_ button is present on the Start Slide Show group.
- c) Transition effects can be seen in \_\_\_\_\_ view.

Q.3 Answer the following questions in one word or a sentence: (1x2=2)

- a) Name the chart component which depicts the pattern, color or the symbols, which are assigned to the data series.
- b) Name the tab which appears automatically after inserting a table in Microsoft PowerPoint

Q.4 Differentiate between Category Axis and Value Axis. (2)

Q.5 What is an Action Button? Why do we use it in a slide? (2)

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