Class: VIII   **Marks: 30**

Time: 1 Hour   **Date: 23-09-2014**

I. Identify the following.   (½ X 5=2½)

(a) Input device used in bank.
(b) To read marks made in a document.
(c) To create a basic design through a serious of questions.
(d) Dotted rectangle box that contains text, tables etc.,
(e) An explanation or reference to other material at the end of a document.

II. Fill in the blanks.   (½ X 5= 2½)

(a) .... is permanent memory
(b) Text formatting attributes are available on the .... toolbar.
(c) .... case converts the first letter of each word to capital letter.
(d) .... begins with a presentation that contains content and design.
(e) .... appear at the end of the document .

III. True or False.   (½ X5=2½)

(a) To modify the 3-D effect, click the 3-D settings option.
(b) Text and Objects in a slide can be animated.
(c) Change case has two options.
(d) Slide Sorter View shows one slide at a time.
(e) RAM is a read/write memory.

IV. Write the shortcut keys for the following.   (½ X 5=2½)

(a) To create a new presentation.
(b) To get 'FIND' dialog box.
(c) To Subscript formatting.
(d) To create a duplicate slide.
(e) To run spell check.

V. Answer all the questions.   (2 X 6=12)

(a) What is the default setting for a header and footer in Ms Word?
(b) What is a Placeholder?
(c) How can you create a summary slide?
(d) How can you rotate an object?
(e) Why are secondary storage devices needed?
(f) Write any two advantages of slide sorter view.

VI. Answer the questions following.   (4 X 2=8)

(a) Can you insert watermark after you have already typed the main text? If yes write the steps required with dialog box.
(b) How can you change background colour of a slide? Write the steps with dialog.box?

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