

I) Fill in the blanks:-

- 1) Master views is a group in the ----- tab .
- 2) The preview command is in the ----- tab.
- 3) ----- and ----- are the two ways of inserting object into a presentation.
- 4) Move to the first slide by clicking -----
- 5) Move to the last slide by clicking -----
- 6) To duplicate a slide by pressing ----- after selecting the slide .
- 7) Paste a slide by pressing ----- after selecting the slide .
- 8) For inserting the merge fields in the document , click the Insert Merge Field arrow in the ----- group.
- 9) The Mail Merge tab is in the ----- group .

[10]

II Answer the following :-

- 1) What is Mail Merge and what is its advantage ? [3]
- 2) Write the steps for Mail Merge [6]
- 3) What is the file extension given to the document got by merging the data source with the main document ? [1]
- 4) Write a short note on:-
 - a) Main document in Mail Merge
 - b) Data source
 - c) Merged document.
- 5) Explain the two methods of organising slides ? [6]
- 6) How to select multiple slides in a presentation . [4]
- 7) Write steps to add multiple animations to the same object ? [3]
- 8) What is slide Transition ? [4]
- 9) What is SmartArt Graphic ? [3]
- 10) Explain the four different types of Animations in PowerPoint ? [3]
- 11) Write the steps for inserting movie clip into a presentation ? [8]
- 12) Write the steps for inserting an Excel file into a slide ? [3]
- 13) Explain three major sections of Normal view ? [4]
- 14) Write the steps for inserting SmartArt Graphic ? [6]
- 15) What is the use of Master view ? [4]
- 16) Distinguish between slide sorter view and Notes page view ? [2]
- 17) What are the different views of presentation ? [6]
- 18) What are the different view using view Tab ? [2]