

## COMPUTER

### CH:4 POWERPOINT-SPECIAL EFFECTS

#### BOOKWORK OF PG NO:71,72 & 73

##### A. FILL IN THE BLANKS:

1. **MS PowerPoint** is a powerful presentation software developed by Microsoft.
2. The mouse pointer becomes a **four-pointed** arrow when placed within the selected area.
3. You can change the look of the image as much as you want by using the tools given in the **Format** tab.
4. **WordArt** lets you to create stylized text with effects such as textures, shadows and outlines.
5. You can add effects such as shadows or glows to your **selected** text.

##### B. Write T for true and F for false.

1. PowerPoint does not have any pre-designed templates. **false**
2. You can resize the images in PowerPoint. **True**
3. You cannot modify WordArt effects. **False**
4. The Format Background option does not allow you to create a different background for each slide. **False**
5. In PowerPoint, objects such as pictures, shapes and text boxes can be easily aligned **.True**
6. You can insert shapes in your slides to add visual appeal.**True**

##### C. Tick the correct answer:

1. Which of the following can you add to a presentation?  
**All of these**
2. Which handle is used to rotate the shape?  
**Rotation handle**
3. Which of the following is not a tab in MS PowerPoint?  
**colour**
4. Which handle is used to change the size of the shape?  
**Sizing handle**
5. Pressing which key on the keyboard will delete an object?  
**Delete**

**D. Answer in one or two word:**

1. Name the screen that appears when you open a PowerPoint presentation?

**PowerPoint Start-up screen**

2. Name the tab that opens when you double-click or an image?

**Format tab will open**

3. Which tab contains tools for themes?

**Design tab**

## **Ch-4 POWERPOINT-SPECIAL EFFECTS**

### **Q/ANS**

**PAGE NO : 72,73**

#### **E. Answer the Following:**

**1. Write two uses of MS PowerPoint?**

Ans:1. It is used worldwide for presentations in businesses and classroom.  
2.It is used to express your views and thoughts to others.

**2. Write the steps for inserting pictures to a PowerPoint presentation?**

Ans: 1. Go to the Insert tab.  
2.Click on pictures in the images group .The insert picture window will open.  
3. Locate the picture you want and then click insert. Then the picture will appear on the slide.

**3. Write the steps for horizontal alignment of text.**

Ans:1. Click the text box to select it  
2. In the paragraph group of the home tab,choose Align left, center,Align right or justify. The text will be aligned.

**4. Mention steps to add a theme to a presentation?**

Ans:1. Click the Design tab .  
2. In the theme group, you will see some themes. You can choose one of them and apply it.

**5. Write the steps for filling colour in to a shape?**

Ans:1. Select the shape .  
2. On the Format tab , click the Shape fill drop-down arrow and the Shape fill menu will appear.  
3. Select the colour . If you want more colour then click on the More fill colors.  
4. Then the shape will get filled in that colour.

## CH:5 AN INTRODUCTION TO SCRATCH PROGRAMMING

Book work of page no : 89,90 and 91

### A.Fill in the blanks:

1. Scratch projects are made up of objects called. **Scratch**
2. The **stop button** is used to stop the project which is executing at the time
3. You can click a picture using your **web camera** and use it as a Sprite.
4. A scratch file is saved with the extension.**swf**
5. The blocks palette has three tabs: scripts, **costume** and sounds.
6. A person who writes programs is called a **programming**

### B. Write T for true and F for false:

1. Scratch is a computer programming language that allows the user to create simple and complex projects. **True**
2. The work done by the programmer is called language. **False**
3. In scratch,the default Sprite is a dog. **False**
4. Blocks are instructions given to a Sprite to perform a specific task in a project. **True**
5. The cat Sprite has a default 'meow' sound. **True**

### C. Tick (✓) the correct option:

1. Programs written in scratch are known as .... **Projects**
2. This tool helps in deleting a Sprite. **Scissors**
3. Which bar provides the options like file,edit ,share and help..... **Menu bar**
4. Which of the following is a category of blocks In the scripts tab.....**All of these**

### D. Answer in one or two words:

1. In scratch ,where you see the stories ,games and animations come to life?  
**The stage**
2. Which flag is used to run a scratch project?  
**Green flag**
3. Which tab let's you add sounds to a Sprite.?  
**The sound tab**

**E. Answer the following questions:**

**1. Define: program, programmer and programming.**

**Ans: program:** A program is a sequence of instructions given to the computer to enable it to perform a specific task.

**Programmer:** A person who writes programs is called a programmer.

**Programming:** The work done by the programmer is called Programming.

**2. Write the steps for adding a new Sprite?**

**Ans:** Using the **new Sprite** buttons at the bottom right corner of the stage, you can add new sprites from the sprites library.

**3. What is scripts tab? Explain..**

**Ans:** Scripts are instructions given to a Sprite to perform a specific task in a project.

**4. Write the steps to save a scratch project?**

**Ans :** 1. click file on the menu bar

2. From the file menu, in select save as. In the save project window, select the location of the file and write the name in the file name text box.

**5. what is the use of the costumes tab?**

**Ans:** The costumes tab shows the different looks you can give a Sprite.