

**1. Choose the correct options. (Encircle the right option.)**

1. You can share your password with:
 - a. Your best friend
 - b. Anyone who asks for it
 - c. Your teacher
 - d. Nobody
2. Presentation Views group is available on the _____ tab.
 - a. Insert
 - b. View
 - c. Home
 - d. None of these
3. The keyboard shortcut to create duplicate slides:
 - a. Ctrl + S
 - b. Ctrl + D
 - c. Shift + D
 - d. Shift + S
4. Which key is used for the Extend Selection mode?
 - a. F5
 - b. F6
 - c. F7
 - d. F8
5. When an online friends asks you to meet in person, you should:
 - a. Decide to meet after two years
 - b. Inform your parents
 - c. Make plans to meet
 - d. All of these

2. Answer the following.

1. Explain an operation system and two function of the operation system.
2. Mention any two ways in which you can run a slide show.
3. The Text Box option is available on which tab?
4. Mention any two ways of modifying the contents of a cell partially.
5. Discuss two mobile operating systems.
6. What is cyber safety?
7. What are the two modes to work in Python?
8. What are the different views in which you can view your presentation?
9. Which symbol is used for comments in Python?
10. Which tab and group has the options to insert, delete and change the row height and column width?
11. What you will do if you are being cyberstalked? Mention four points.
12. How will you run a program in Script mode?
13. How can you select consecutive multiple slides?
14. What is conditional formatting?
15. Explain the term 'Confidentiality of Information'.
16. What is the difference between custom animation and slide transition?
17. What are the three types of cell referencing?
18. What are the points you should keep in mind for safely browsing a website?
19. How will you move the chart to a new worksheet?
20. What is the use of hyperlink?

4. Application Based Question.

1. Ishant has inserted a blank slide in the presentation. He wants to write some text on the slide. How can he get a text box on the slide?
2. Tripti has created a presentation. She wants to select slides 1,4,6,8 and 11. How can she select these slides?
3. Guneet want to change the order of the slides in a presentation. Name the view he can use for this purpose.