

26. Open digital presentation 1/2
 ↓
 Click on file → Export 1/2
 ↓
 Select the directory in which you want to save the file 1/2
 ↓
 Enter a file name,
 Click save 1/2
27. Open a presentation 1/2
 ↓
 Click, file menu new 1/2
 ↓
 Select a template will appear 1/2
 ↓
 Choose the template as per your choice by clicking on the template. 1/2

VI. Answer the following questions.**4×3=12**

28. a) Financial and accounting services. $\frac{1}{2}$ b) Taxation and insurance services. $\frac{1}{2}$
 c) E-publishing and web promotion. $\frac{1}{2}$ d) Legal services and content writing. $\frac{1}{2}$
 e) Multimedia and design services. $\frac{1}{2}$ f) Document management services. $\frac{1}{2}$
 [Consider any 6 in text book]
29. * Press the keys with feather touch and do not put under pressure. 1/2
 * Rest your fingers on home row while typing. 1/2
 * Allow your fingers to fall naturally on the key so that each rests on top of the next key along the same horizontal row. 1/2
 * While typing, release the key immediately as soon as you press it. Holding the key for long time, will repeatedly type the same character. 1/2
 * Do not look at the keyboard while practicing.
 * Press the keys only with equal intervals of time in rhythm. 1/2
 * Press the keys only with the fingers allotted for them. 1/2
 * While pressing a key, say slowly pronounce the character on the key.
 * Do not take any mental stress while typing.
 * Secure typing ergonomics.
 * Maintain patience if committed mistake initial stage.
 * Maintain a balance between speed and accuracy, as both are equally important.
 Do not sacrifice accuracy for speed.
 * To gain mastery of computer keyboard, undertake repeated practice of typewriting words, sentences, passages and figure without looking at the keyboard.
 [consider any 6].
- OR**
- a) Click or left click $\frac{1}{2}$ b) Double click $\frac{1}{2}$
 c) Right click $\frac{1}{2}$ d) Drag drop $\frac{1}{2}$
 e) Scroll $\frac{1}{2}$ f) Blocking. $\frac{1}{2}$
30. Open a word document $\frac{1}{2}$, select the file, save $\frac{1}{2}$, Select the location on disk to save the file 1/2
 ↓
 Type a suitable name for the document, click on save button
 ↓
 To save the document with password, put a tick on the check box save with the password. 1/2
 ↓
 Type the password to open the file in set password dialog box. 1/2
 ↓
 Type the same password in the second box and click OK button. 1/2

31. Open presentation 1/2
- ↓
- Click slide show 1/2
- ↓
- Start from first slide. 1/2
- Click The slide show from main menu bar.
- ↓
- By click mouse button, you can move to the next slide or use the arrow keys or press space bar to proceed to next slide. 1/2
- ↓
- Right click on anywhere on the screen to open a menu for navigating the slides and set other option. 1/2
- ↓
- In the last slide, you get message click to exit presentation. Click mouse button or press any key on the keyboard to exit the presentation. 1/2

VII. Answer the following questions.**3×4=12**

32. * Create, edit, save, retrieve and print the document. 1
- * Select and move the text from one place to another in the document. 1
- * Copy the text to other places within the document. 1
- * Move or copy a selected text from one document to any other document. 1
- * Change the font size, font style of the text in the document.
- * Format paragraphs as well as pages.
- * Check spelling and grammar.
- * Create table, modify the size of the selected rows, columns or cells.
- * Combine one or more documents.
- * Insert pictures or graphs within the document.
- Print the selected text or selected pages of the document.
- [Consider any 4 of the above].
33. Open spreadsheet 1/2
- ↓
- Select the range of cells in spreadsheet. 1/2
- ↓
- Open format cell dialog box. 1/2
- ↓
- Click number tab. 1/2
- ↓
- Select the date category. 1/2
- ↓
- Select the date format. 1/2
- ↓
- Click 'OK' 1/2
- ↓
- The required format is visible in spreadsheet. 1/2

OR

Referencing is the way to refer the formula or function from one cell to text cell along the row or column. 1

There are three types of referencing.

a) Relative referencing :

When you drag any formula in any row or column in any direction, the formula gets copied in the new cell with the relative reference. 1

b) Mixed referencing the \$ sign is used before row number or column name to make it constant. 1

c) Absolute referencing a \$ symbol is used before the column name as well as row number to make it constant in any formula. 1

34. a) Open presentation. ½

↓

Click on click to add text in the text frame. ½

↓

Then type your text. ½

↓

Outline styles are automatically applied to the text as you insert it. ½

b) Open presentation ½

↓

Click on file, export as PDF ½

↓

Select directory in which wish to save the file ½

↓

Enter file name click save ½

OR

Open presentation ½

↓

Select the transition icon ½

↓

In slides pane or slide sorter view, select the slides to apply the transition, if we want to all the slides, do not select slides. ½

↓

In the apply to selected slides list, select a transition. ½

↓

Modify transition section to play sound during transitions, select a sound from sound list to selected transition by changing the speed or adding sound. ½

↓

If a sound is selected the loop until next sound option become active. Select this option to play the sound repeatedly until another sound starts. ½

↓

Select how advance to the next slide manually or automatically to select an automatically advance, we will have to specify how long slide should remain visible before it automatically advances to the next slide,

To apply transition to all slides, click apply to all slides. ½

↓

To start slide show click slide show. ½