**GREENWOOD PUBLIC SCHOOL, ADITYAPURAM**

**OUR MOTTO-DEVELOPMENT WITH DELIGHT**

**CLASS-V SUBJECT- COMPUTER**

**TERM-2 SYLLABUS**

**Working in MS PowerPoint 2013**

**Chapter-4**

**A=New Words:-**

1. Presentation 6. Suggestion
2. Information 7. Customize
3. Structure 8. Specified
4. Direction 9. Slide
5. Emphasise 10. Animations

**B=Answer the following questions:-**

**Q1. What is a PowerPoint presentation? Write some of its advantages.**

**Ans.** Microsoft PowerPoint is a presentation software program, which comes with Microsoft Office Suite.

**Advantages=** A presentation is a structured delivery of information. It is a systematic display of information along with graphics, movies, sound, etc. easy to create colorful, attractive designs using the standard templates and themes.

**Q2. How will you run a spell check in a PowerPoint presentation?**

**Ans.** Select the text-Click on the Review tab. In the Proofing group, click on the Spelling button-the spelling pane will appear PowerPoint will try to offer one or more suggestions-select a suggestion and click on Change to correct the error-click on Ok.

**Q3. Differentiate between a numbered list and a bulleted list.**

**Ans.** In bulleted lists, each paragraph begins with a bullet character. In numbered lists, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis. The numbers in a numbered list are updated automatically when we add or remove paragraphs in the list.

**Q4. Write the difference(s) between picture Fill and gradient Fill options.**

**Ans.** The difference between pictures Fill and gradient Fills are:-

**Pictures or Texture Fill –** This option gives the flexibility to add a texture from a variety of options available. Choosing this option, we can also add a picture stored in our computer as a background.

**Gradient Fill –** This option adds color to a slide in an uneven manner. Light and dark variations of color appear after applying this option.

**Q5.What is the difference between horizontal and vertical alignments?**

**Ans. Horizontal Alignment-** Horizontal alignment aligns the text to the centre, left or right of the cell.

**Vertical Alignment-** The vertical alignment aligns text to top, middle or bottom of the cell.

**C= Write the steps for the following:-**

1. **Run a spell check.**

**Ans. i).**Select the text.

**ii).** Click on the Review tab. In the Proofing group, click on the Spelling button.

**iii).** The Spelling pane will appear. For each error in our presentation, PowerPoint will try to offer one or more suggestions. We can select a suggestion and then click on Change to correct the error.

**iii).** PowerPoint will move through each error until we have reviewed all of them. After the last error is reviewed, a dialog box will appear confirming that the spelling check is completed click on Ok.

1. **Apply numbering to the text.**

**Ans. i).** Select the text we want to format.

**ii).** In the Home tab, in the Paragraph group, click on the Numbering drop-down arrow.

**iii).** Select the desired numbering option from the menu that appears.

**iv).** The numbering option will appear in the list.

1. **Change the background color of a slide.**

**Ans. i).** Select the slide by clicking on it.

**ii).** Click on the Design tab. In the Customize group, select the Format Background command.

**iii).** The Format Background pane will appear on the right side of the window. It contains four options-

**a). Solid Fill**

**b).Gradient Fill**

**c). Picture or Texture Fill**

**d). Pattern Fill**

**iv).** Select the desired fill option and click on Apply to All. The selected style will appear in the slides.

1. **Change the direction of text.**

**Ans. i).** Select the text.

**ii).** Click on the Home tab. In the Paragraph group, click on the Text direction button.

**iii).** A drop-down menu will appear. Select the desired option from from the list.

1. **Play a slide show.**

**Ans. i).** To start slide show, click on slide show tab, select Play from beginning.

**ii).** To manage our slide show, go to the controls in the bottom-left corner and select any option.

**iii).** To skip any slide in the presentation, right click the screen and select go to Slide.

Organising Slides in PowerPoint

Chapter-5

**A= New Words:-**

1. Navigation **6.** Application
2. Master **7.** Arranging
3. Presentation **8.** Beginning
4. Thumbnail **9.** Specified
5. Sorter **10.** Uncollected

**B= Answer the following questions:-**

**Q1. How is the Slide Navigation pane useful?**

**Ans.** The Slide Navigation pane makes it simple to add, delete, copy and paste and sort all the slides in a presentation. We can also erase some slides from our presentation.

**Q2. What happens when you click the upper-half of the New Slide button?**

**Ans.** Clicking on the upper half of the New Slide button adds a new slide. The layout of the new slide is same as the slide layout of the previous slide that we have added.

**Q3.** **Enlist the different views available in PowerPoint.**

**Ans.** The different views available in PowerPoint are as follows:

**a). Normal View**

**b). Outline View**

**c). Slide Sorter View**

**d). Notes Page View**

**e). Reading View**

**Q4. Is it possible to delete a slide using the backspace key?**

**Ans.** Yes it is possible to delete a slide using the backspace key.

**Q5.** **What is the difference between Copy, Paste and Duplicate commands?**

**Ans.** Copy-Paste allows us to copy the object from one location and paste it in another. The paste is usually centered on the last click. Duplicate will copy the object and leave it on top of the original object, or move it up to the right, depending on our preference settings.

**Q6.** Explain in brief about the following:

**(i).Outline View.**

**Ans.** This view displays all the slides in a presentation as an outline which shows all the text contained in the slides. No graphics are shown in this view. Each slide is displayed on the left side of the pane along with a slide number and a slide icon.

**(ii).** **Notes Page View.**

**Ans.**  This view lets us add notes in the Notes pane in our presentation. The Notes pane appears when we click on the Notes Page view button. These notes can be very useful at the time of the presentation.

**(iii).** **Slide Sorter View.**

**Ans.** Slide Sorter view is helpful when we want to view all the slides in our presentation at one time. This view displays the slides as thumbnails. These thumbnails are arranged in various rows and columns.

**Q7. What are the different layout options available in the Print command?**

**Ans.** There are four different layouts in the Print command they are:

**a).** **Full Page Slide-** It prints each slide in presentation on a full page.

**b).** **Notes Page-** It prints each slide along with notes, if specified.

**c).** **Outline-** It prints the text of the entire presentation.

**d).** **Handout-**  It prints thumbnail version of each slide, with space for notes.

**C= Write the steps for the following:**-

1. **Add a new slide.**

**Ans. a).** In the home tab, click on the lower half of the New Slide button in the Slides group.

**b).**An Office Theme dialog box will appear that contains several layout templets.

**c).** Choose the desired layout.

**2.** **Move a slide .**

**Ans. a).**Click and hold a slide.

**b).** Drag the slide in the Slide Navigation pane to the desired position.

**c).** The slide will be moved to that position.

**3.** **Delete a slide.**

**Ans.** If we want to remove a slide from our presentation, we can delete it. To do this, select the slide, then press the Delete or Backspace key on our keyboard **(OR)** We can also use the Slide Navigation pane to delete a slide. Select the slide. After selecting, right-click on the slide and select Delete from the context menu that appears.

**4. Start a slide show.**

**Ans. a).**Click on the Slide Show tab. In the Start Slide Show group, click on From Beginning button.

**b).** Press F5.

**c).** Click on the Slide Show button present on the status bar at the bottom of the Power-Point window.

**d).** Click on the Start From Beginning button on the Quick Access Toolbar.

**Objects in MS PowerPoint**

**Chapter-6**

**A=New Words:-**

1. Consolidate 6. Browse
2. Informative 7. Finishing
3. Hierarchy 8. Playback
4. Category 9. Layout
5. Illustration 10. Transition

**B=Answer the following questions:-**

**Q1. Write some steps to insert a song in your presentation?**

**Ans. Step1.**  On the Home tab, open Audio browser by clicking Media > Audio browser.

**Step2.** Select the song file, and then drag it onto the slide.

**Step3.** From the Format Audio tab select Plat Across Slides to make the song play automatically after opening the presentation.

**Q2.** **Enlist and describe the options that appear in the Playback tab after inserting a video file in a presentation.**

**Ans. a).** **Start-** It is used to start a video file automatically or when clicked.

**b).Loop until Stopped-** It is used to play a file again and again until it is stopped.

**c). Play Full Screen-** It is used to make a video fill the entire screen.

**d). Volume-** It is used to increase or decrease the volume of a video.

**e).** **Rewind after Playing-** It is used to start a video file from the beginning when it has finished playing.

**f).** **Hide While Not Playing-** It is used to hide the video when it is not being played.

**Q3.** **How can you create a Photo album in MS PowerPoint?**

**Ans. To create a Photo Album-**

1. Select the Insert tab.
2. Click the Photo Album command in the images group, then select New Photo Album.
3. The Photo Album dialog box appears.
4. Select the desired image file.
5. The Photo Album dialog box provides several options for moving, adjusting and changing the layout of pictures.

**Q4. Write about the following commands in MS PowerPoint.**

**a). Online Audio.**

**Ans. Online Audio:** On clicking the Online Audio button, the Insert Audio dialog box appears. We can type the name of the audio file and press Enter. Select any one of the files from the list and click on the Insert button.

**b).Video on my PC.**

**Ans. Video on my PC:** We can insert video files saved on our computer using this option. The Insert Video dialog box will appear. Locate and select the desired files and click on the Insert button.

**c).** **Record Audio.**

**Ans. Record Audio:** This option allows us to record our voice. On clicking this, the Record Sound dialog box will appear. Click on the Record button to record our voice. After finishing the recording, click on the stop button. To insert the recorded sound, click on Ok.

**d). Smart Art.**

**Ans.** A SmartArt is a visual representation of our information that we can quickly add and easily create. It is a tool that contains predefined art designs. It consolidates shapes and text to create informative lists, matrices, pyramids, process cycles and more.

**C= Write the steps for the following:**-

1. **Insert SmartArt.**

**Ans. a).** Select a slide in which we want to insert Smart Art graphics.

**b).** Click on the Insert tab. In the Illustrations group, click the Smart Art button**.**

**c).** Choose a Smart Art Graphic dialog box will appear.

**d).** Choose a Category and select a graphic layout from the category.

**e).** Click on Ok.

**2. Edit a Smart Art.**

**Ans.** Click and select Smart Art, two tabsappear on the Ribbon under Smart Art Tools. The two tabs are Design and Format. The Format tab allows all the formatting features such as changing color of the text and applying WordArt style to the text. The design tab contains four groups.

**3.Apply slide transition.**

**Ans. a).**  In the Normal View, select the slides to which we want to apply transition.

**b).** Click on the Transitions tab on the ribbon.

**c).**  By default, None is applied to each slide. In the Transition to This Slide group, click on the down arrow to preview more transition options. Click any of the transitions to apply it to the slide.

**d).** In the timing group we can select any of the option.

**4. Insert a Shape.**

**Ans. a).** Click on the Insert tab.

**b).**  In the Illustrations group, select the Shapes option.

**c).**A menu with different shapes options will appear. Choose and click the desired shape.

**d).** Click and drag the mouse on the slide to draw the shape.

**Algorithm and Flowchart**

**Chapter-7**

**A= New Words:-**

1. Procedure 6. Modification
2. Eliminate 7. Tedious
3. Sequence 8. Suitable
4. Diagonally 9. Programming
5. Execution 10. Decision

**B=Answer the following questions:-**

**Q1. What is an algorithm and a flowchart?**

**Ans. Algorithm-** Algorithm represents a series of steps written to solve a given problem. It is a step by step procedure written in a simple language.

**Flowchart-** A flowchart is a graphical representation or diagram prepared to represent the sequence of steps involved in solving a problem. A flowchart uses some symbols. These symbols are known as building blocks of a flowchart.

**Q2. What are the steps involved in writing a program?**

**Ans.** Solving a program involves three basic steps:

a). Writing an algorithm.

b). Developing a flowchart for the algorithm.

c). Converting the flowchart into a program.

**Q3. Write few reasons for drawing a flowchart.**

**Ans. a).** A flowchart is an essential part of documentation of a computer program.

**b).** Flowchart is a graphical representation of a problem. Therefore, it helps to develop a visual reference to the program.

**c).** Flowcharts are independent of computer programming languages.

**d).** Flowcharts allow a programmer to test alternative solutions to a problem without even coding the program.

**e).** Before writing the actual program, we can try any program to find errors and make corrections.

**Q4. Explain the importance of a connector in a flowchart.**

**Ans. Connector:-**  It is used to connect two different parts of a flowchart, which are at different places. It shows a jump in the flow from one process to another.

**Q5. List some of the advantages of using an algorithm.**

**Ans. Advantages of an Algorithm:-**

**a).** An algorithm is an effective technique for writing a detailed solution for a problem.

**b).** It is independent of computer programming languages.

**c).** It easy to understand.

**d).** It helps us eliminate errors before converting it to a computer program.

**e).** It can be easily converted to computer program.

**Q6.Write some rules for writing a flowchart.**

**Ans.** Rules for Writing a Flowchart:-

a). To begin a process the word Start is used.

b).To end a process, the word Stop is used.

c). There can be only one Start and Stop in a flowchart process.

d). Select the suitable symbol as per the requirement.

e). Use arrow to connect the symbols to show the execution.

**Introduction to MS Excel**

**Chapter-8**

**A= New Words:-**

1. Simultaneously 6. Maximize
2. Development 7. Consist
3. Corporation 8. Combination
4. Spreadsheet 9. Containing
5. Minimize 10. Extension

**B= Answer the questions briefly:-**

**Q1. How are rows and columns labeled in Excel?**

**Ans.** The rows are numbered from top to bottom as 1, 2, 3 and so on. And the columns are marked from left to right as A, B, C and so on.

**Q2. Write the difference between a workbook and a worksheet.**

**Ans. Workbook-**  Is a collection of worksheets.

**Worksheet-** Is a page of a workbook containing a grid of cells.

**C= Answer the following questions:-**

**Q1. Name any two spreadsheet softwares available besides MS Excel?**

**Ans.** VisiCalc and Lotus 1,2,3 are the two spreadsheet softwares available besides MS Excel.

**Q2. Write in brief about the following:-**

**a). Workbook**

**Ans.**  A workbook is a collection of worksheets. A workbook by default contains one worksheet.

**b).Worksheet**

**Ans.** A worksheet is a single spreadsheet containing no. of rows and columns.

**c). Ribbon**

**Ans.** The ribbon holds various tabs like File, Home, Insert and View. These tabs contain related options and commands.

**d). Status bar**

**Ans.** The status bar appears at the bottom of the Excel window. It provides the information like Normal view, Page Layout view and Page Break view.

**Q3. What are the different Worksheet View options available?**

**Ans. Worksheet View Options:-**

**a). Normal View-** It is the default view for all worksheets. It shows all the rows and columns in a worksheet.

**b). Page Layout View-** This option divides a worksheet into pages.

**c). Page Break View-** This view hides the gridlines and displays the page breaks in a worksheet.

**Q4. What is the difference between Name Box and the Formula Bar?**

**Ans. Name Box-**To the left of the Formula Bar, the Name Box is present. It displays the address of the selected cell.

**Formula Bar-** This bar displays the content or formula entered in a selected cell. We can also edit or enter cell contents using this bar.

**Q5. How will one find the address of a cell?**

**Ans.**  The address of the cell is formed by a combination of the column letter and the row number. The address of the first cell is A1. The highlighted cell is the active cell in the worksheet.

**Q6. Write the use of row header and column header.**

**Ans.** Row header is used to select an entire row and column header is used to select an entire column.

**D= Write the steps for the following:-**

1. **Saving a Workbook.**

**Ans. a).** Click on the File tab.

**b).** The Backstage view will appear. Click on save As if we are saving the workbook for the first time. Click Save if the workbook already exists and we want to update some changes.

**c).** The Save As pane will appear.

**d).** Browse the location where we want to save our workbook.

**e).** Type a name for the workbook. The workbook will be saved with default extension.xlsx.

**2.** **Entering data.**

**Ans.** Toenter data in an active cell, simply select the cell and start typing in it. Once we have entered the data in the cell, press Enter.**(OR)** Toenter data using the formula bar, click on the Formula bar and type the data. When we start typing in the Formula bar, three buttons will appear to the left of the bar **Cancel, Enter and Insert function.**

**3.Selecting multiple ranges of cells simultaneously.**

**Ans. a).** Select the first range of cells we want. We can use any of the three methods :

**b).** Now, press and hold the Ctrl key and select another range of cells.

**4.** **Creating a new workbook.**

**Ans. a).** Click on the File tab.

**b).** The screen with Backstage view appears. Select New and Click on Blank workbook.

**c).** The blank workbook will appear.

**Multimedia**

**Chapter-9**

**A= New Words:-**

1. Interactive 6. Individual
2. Generating 7.Preferred
3. Animation 8. Requirement
4. Advertising 9. Expensive
5. Processor 10. Consuming

**B= Answer the following :-**

**Q1. Write some usage of multimedia.**

**Ans.** It is used in business, virtual reality, scientific research, video conferencing etc.

**a). Business-**  Organisations use presentations to give training sessions to their employees. These slides may include animations along with pictures. This helps the company save their time and money.

**b). Virtual Reality-** The term virtual reality can be used to describe computer generated simulated environment. It is presented in such a way that it looks like a real environment.

**c). Scientific Research-** Scientist use multimedia for creating models and simulations. They create 3D models using different multimedia tools.

d). **Video Conferencing-**  Video conferencing allows individuals or groups to share audio and video data. The individuals or groups of people may be at different locations, hundreds or thousands kilometers apart.

**Q2. Write few advantages and disadvantages of multimedia.**

**Ans.**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Advantages** | **Disadvantages** |
| **1** | It is used in distance learning and video conferencing. | It can be very expensive to set up multimedia systems. |
| **2** | It is used to make interactive web sites on the Internet. | It can also be very expensive to produce multimedia content. |
| **3** | It is easy to transfer multimedia files from one computer to another | It can be time consuming to transfer multimedia files across the internet because multimedia files are very large. |
| **4** | Multimedia helps teachers and students to teach and learn various things easily. |  |
| **5** | It is used in the entertainment industry to make films and advertisement. |  |

**C= Answer the following questions:-**

**Q1. What is multimedia?**

**Ans.** Multimedia can be viewed as an integration of several forms of media. It may include text, video, audio, music, graphics and animation. In short, computers evolved as multimedia machines. Multimedia technology has now brought changes to education, business, entertainment, etc.

**Q2. Write in brief about interactive programs?**

**Ans.** Multimedia programs are interactive in nature. Any program is said to be interactive if a user able to command the system and the system works according to the commands. The action is considered as user’s interaction and the response we get from the system is called the interactive programs.

**Q3.What are the disadvantages of multimedia?**

**Ans.** There are a very few disadvantages of multimedia:-

a). It can be very expensive to set up multimedia systems.

b). It can also be very expensive to produce multimedia content.

c). It can be time consuming to transfer multimedia files across the internet because multimedia files are very large.

**Q4.How is multimedia useful in education?**

**Ans. Education-** With the invention of multimedia, learning has become easy. The way of teaching has completely changed nowadays. Teachers use PowerPoint presentations and illustrations for teaching students. Internet is widely used by the teachers and the students for various projects and activities.

**Q5.What are the different hardware required for multimedia.**

**Ans.** Some of the important hardware that are required to produce multimedia are as follows:

1. **Computer-** A computer system with input, output and a fast processor is preferred for efficiency. The monitor should be of higher resolution so that the result produced by the multimedia applications can be seen clearly.
2. **Sound Card-** A sound card is a component which is found inside the CPU of the computer system. It is needed to convert the sound signals in a form which is understandable by the computer.
3. **Storage Devices-** Multimedia files are heavy in size. To store such files, CD-ROMs, DVDs and pen drives are required.
4. **Video Card-** A video card is needed to convert analog video signals in to digital video signals. This card converts the analog signals received from a video camera into digital signals.

**Q6. What are the advantages of multimedia?**

**Ans.** The various advantages of multimedia are as follows-

**a).** Multimedia helps teachers and students to teach and learn various things easily.

**b).** It is used in distance learning and video conferencing.

**c).** It is used to make interactive web sites on the Internet.

**d).** It is used in the entertainment industry to make films and advertisements.

**e).** It is easy to transfer multimedia files from one computer to another.

**Introduction to OpenOffice Impress**

**Chapter-10**

**A= New Words:-**

1. Effective 6.Individual
2. Diagramming 7. Handouts
3. Existing 8. Transition
4. Preloaded 9. Automatically
5. Rearrange 10.Obtained

**B=Answer the questions briefly:-**

**Q1. Name the views in which an Impress presentation file can be viewed?**

**Ans. 1.** Normal view

1. Outline view
2. Notes view
3. Slide sorter view
4. Handout view

**Q2. What is the default extension of an Impress file?**

**Ans.** The default extension of an Impress file is OpenOffice.org.

**Q3. What are the different operations that can be performed in the Slides pane?**

**Ans.** Some operations that can be performed in the Slide pane are:-

1. We can add new slides.
2. We can delete a slide.
3. We can move or arrange the position of slides.
4. We can copy, cut and paste content from one slide to another.
5. We can rename a slide.
6. We can mark a slide hidden. It will not be shown when we play the slide show.

**Q4. To add charts in a slide, which tab will you click?**

**Ans.** To add charts in a slide **Insert** tab will click.

**Q5.** **How will you add values directly in the data table?**

**Ans.** To add the values directly in the data table, click on the View tab and select Chart Data Table from the menu bar.**(OR)** We can click on the Chart Data Table button on the Chart toolbar.

**C= Answer the following questions:-**

**Q1. What are the parts of an Impress window?**

**Ans.** The Open Office Impress window is divided into three parts:-

**a). Slides Pane**

**b).Work Area**

**c).Task Pane**

**Q2. What is No Transition? How many transition effects are there in Impress?**

**Ans.** This section is used to apply transition effects to the slides. There are fifty-six transitions effects available.

**Q3. How is Spell check useful in Impress?**

**Ans.** The spell check feature scans the entire document for spelling errors. Presentation automatically stops at the first incorrectly spelt word in the document and it gives us the option to ignore it or to correct it.

**Q4.How can you set effects and speed in a slide?**

**Ans.** We can set the effect and speed of the presentation. A drop-down will help us to select the effect we want. Similarly speed can also be set as either slow, medium or fast. Click on next after choosing the Speed and Effect. A window will appear. Fill in the basic details and click on Next.

**Q5**.Differentiate between the following:-

**(i).** **Outline View and Notes View.**

**Ans. Outline View-** This view displays all the slides in a numbered sequence. Only the text contained in the slides are shown. This view helps us edit text.

**Notes View-** This view lets us add notes to each slide. These notes are not visible during a slide show. To add notes the presentation, follow the given steps:

1. Click on the Notes tab.
2. A frame at the bottom of the window labeled as Click to add notes will appear.
3. Click just once in this window and start typing our text.

**(ii). Normal View and Slide Sorter View.**

**Ans. Normal View-** This view lets us create individual slides. It is the main view of the Impress software. In this view one can format and design slides and can add text, graphics and animation effects. The current slide is displayed in the middle.

**Slide Sorter View-** This view displays a thumbnail of each slide. The thumbnails are arranged in an order. From here, we can rearrange the order of slides. We can edit text as well as graphics.

**D= Write the steps for the following:-**

1. **Start Open office Impress.**

**Ans. a).** Click on the Start button.

**b).** Click on All Programs.

**c).** Select the Open Office folder.

**d).** Click on Open office Impress.

**2. Running Spell check.**

**Ans. a).** Click on the Tools tab.

**b).** Select Spell check from menu.

**c).** The Spelling dialog box will appear. It will display the first incorrect spelt word in the document and will also suggest the closest possible matches from the dictionary. We can check the options in the suggestion box and select the correct word or simply ignore the suggestions and continue.

**d).** Click on the Change button to make changes in the slides, or click on the Close button to close the Spelling dialog box.

**3. Inserting a chart.**

**Ans. a).** Go to the Insert tab.

**b).** Click on Chart in the menu.

**c).** A default chart or graph will be inserted in the slide.

**d).** Now, to add the values directly in the data table, Click on the View tab and select Chart Data Table from the menu bar.