

Q.1

[10]

a. Circle the correct answer for each question.

[ /5]

i. In Scratch, Stack blocks have \_\_\_\_\_.

- A. Bumps on the bottom and notches on the top
- B. Rounded tops
- C. A checkbox next to them
- D. None of the above

ii. In MS PowerPoint, you can insert sound or video \_\_\_\_\_.

- A. Only on the first slide
- B. Only on the last slide
- C. In the first and last slide only
- D. In any slide

iii. In order to insert Date & time and Slide number, \_\_\_\_\_ is used in PowerPoint Presentations.

- A. Slide Layout
- B. Smart Art
- C. Header and Footer
- D. Notes page

iv. In MS PowerPoint, \_\_\_\_\_ are a graphical representation of data.

- A. Charts
- B. Tables
- C. Slides
- D. Pictures

v. In a Spread sheet, \_\_\_\_\_ is an option to combine two or more cells in a table to form a single cell.

- A. Merge Column
- B. Merge Cell
- C. Merge Row
- D. Wrap Text

b. Read the following statements and categorise them as True or False. [ /5]

- i. In Scratch, you can use paint editor to create or edit costumes and backgrounds. \_\_\_\_\_
- ii. Shrink tool in Scratch is used to make sprite bigger. \_\_\_\_\_
- iii. In MS PowerPoint, Slide Transition effects and Animation effects are used for the same purpose. \_\_\_\_\_
- iv. You can change the style of a chart in MS Excel but not the colour. \_\_\_\_\_
- v. The hat blocks in Scratch are used for ending the script. \_\_\_\_\_

Q.2 Match column A with column B and write your answer in column C. [ /5]

Column A		Column B		Column C
1	Min Function	a	It allows you to type formulas in it.	1 ____
2	Formula Bar	b	It gives us the average number of a range of cells.	2 ____
3	Sum Function	c	It gives us the smallest number of a range of cells.	3 ____
4	Average Function	d	It calculates the total of a range of cells.	4 ____
5	Notes Page View	e	It allows you to see your slides in a smaller size.	5 ____

**Q.3 Write short answers to the following questions.**

**[5]**

**a. What is a Slide Sorter View in MS PowerPoint?**

**[1]**

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**b. What is Stage in Scratch?**

**[1]**

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**c. Where do we apply animations in Power Point Presentation?**

**[1]**

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**d. In MS Excel, what are Pie Charts used for?**

**[1]**

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**e. Why we use Duplicate tool in Scratch?**

**[1]**

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