

**TECHNO INDIA GROUP PUBLIC SCHOOL**  
**QUESTION BANK**  
**CLASS-IX**  
**SUBJECT-IT**  
**CHAPTER- DIGITAL PRESENTATION (SESSION:1)**

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**PART-B**

Answer the short questions:

1. \_\_\_\_\_ is a Customisable toolbar in MS PowerPoint. 1
2. Which tab displays the outline of all the text present in each slide? 1
3. What is the use of Columns Command? 1
4. \_\_\_\_\_ option is used to specify the Width, Colour and line-Style of a Shape. 1
5. \_\_\_\_\_ draws a line through the middle of the selected text. 1
6. What is the function of Character Spacing? 1
7. Which command adds a shadow behind the selected text? 1
8. The \_\_\_\_\_ group contains the Find, Replace and select options. 1
9. What is the function of Reset command? 1
10. The \_\_\_\_\_ command is helpful to change the layout of the selected slide. 1

**Answer the following questions:**

11. How do you start PowerPoint Presentation? 2
12. What is a Presentation? Name the two popular presentation softwares. 2
13. What is the utility of Notes pane? 2
14. What is a Slide? How is it different from Slide show? 2
15. What is a Ribbon? List the different groups on the Home Tab. 3
16. Explain any three components of Ms-PowerPoint Window? 3
17. What do you know about Quick Access Toolbar? 3
18. Describe any two important groups of Home tab. 5