

Name :
Class: VISubject :Computer
Date :**1 Write Proper steps for the following:**

- (a) How to apply Aero peek?
- (b) How to Switch between windows?
- (c) How to select a cell in a table?
- (d) How to apply Thesaurus?
- (e) How to insert hyperlink?
- (f) How to apply theme?
- (g) How to change Background styles?
- (h) How to insert a common picture to all slides?
- (i) How to insert an action button?

2 Define the Term:

- (a) Action Button
- (b) Animation
- (c) Rehearse timing
- (d) Slide transition effect
- (e) Template
- (f) Slide master view
- (g) Hyperlinks
- (h) Master slide

3 Explain all types of programming languages.**4 Explain all Shut down options in Windows 7.****5 Explain all methods of Inserting a table in MS- word window.****6 Explain different types of formatting styles which can be apply with a table.****7 Write shortcuts to select**

- (a) Go to next slide
- (b) Go back to previous slide
- (c) Go to a particular slide number
- (d) Stop automatic slide show