

## Chapter 3

### Advanced Features of word 2013

#### Descriptive type Questions

#### D) Answer the following

1. Name the folder where the address list prepared in Mail Merge is saved by default?

**Ans:** The address list prepared in **Mail Merge** is stored by default in the **My Data Sources** folder

2. What are the main steps involved in Mail Merge?

**Ans:** The main steps involved in **Mail Merge** are:

- a. Creating a data source
- b. Creating a main document and
- c. Merging the main document and the data source.

3. What is the use of Mail Merge feature?

**Ans:** Very Often, you need to send the same letter to a large group of people. Only the name and address of the recipients are different in such letters. The mail merge feature of Word can be used to produce such personalized letters easily without having to retype the same copy again and again.

4. What does a blue, wavy line indicate in a word 2013 document?

**Ans:** A blue wavy line under a word or a group of words in a word 2013 document indicates that the word or the group of words contains some grammatical mistake(s).

5. Which option is used to search a given word in a Word 2013 document?

**Ans:** **Find** option is used to search a given word in a Word 2013 document.

#### APPLICATION BASED QUESTIONS:

a. Observe the figure on the right and answer the questions: (Ref. Pg. No:39)

i. Which tab, group, and option will you select to get this task pane?

**Ans:** **REVIEW** tab, **Proofing** group and **Spelling & Grammar** option

ii. Which button will you select if you want to add a word to the word 2013 dictionary?

**Ans:** Add button

iii. Which button will you click, if you want to continue checking the document leaving all instances of the highlighted word unchanged throughout the document

**Ans:** Ignore All button

b. Priya has written an application to the school principal for five day's leave. Her teacher has asked her to replace certain words in the application by words in the application by

words with similar meaning

- i. Name the feature of Word 2013 that she can use to replace the words with their synonyms

**Ans:** Thesaurus

- ii. Name the tab and the group that have required options

**Ans:** REVIEW tab, Proofing group

c. Tripti has written a report on the sports day of her school. Her teacher has asked her to replace the word 'is' with 'was' in the entire document. Which feature of Word 2013 can she use for this purpose?

**Ans:** Find and Replace feature.

d. Observe the figure given alongside and answer the following questions. (Ref. Pg.No:40 )

- i. Which option will you use if you want to create a new list of names?

**Ans:** Type a New List

- ii. Which step of mail merge is shown in the figure?

**Ans:** Step:3 Select recipients

- iii. When will you use "Use an existing list" option?

**Ans:** When a mailing address list has already been prepared and saved on the disk

### **WORKSHEET-1**

**a) Form the correct word from the below jumbled letters:**

1. CLEPARE - REPLACE
2. LAMI GREEM - MAIL MERGE
3. IMSIGNAL - MAILINGS
4. USUSERHAT – THESAURUS
5. PONIFROG – PROOFING

**b) Who am I?**

1. I am the option of the Spelling task pane which you will click if you want to change a word in the entire document

**Ans:** CHANGE ALL

2. I am the option used to search for a given text in the document

**Ans:** FIND

3. I am the tab on which the spelling and grammar option is available.

**Ans:** REVIEW

4. I am the shortcut keys combination that opens the Thesaurus pane.

**Ans:** SHIFT+F7

5. I am the command group on the home tab and I contain Find and Replace options.

**Ans:** EDITING

## CHAPTER 4

### Animating a Presentation

#### Descriptive type Questions

#### D) Answer the following

1. Write steps to add an audio file on your computer.

**Ans:** a. Click the **INSERT** tab.

b. Click the Audio option in the **Media** group. A menu opens

c. Click **Audio on My Pc...** in the **Insert Audio** dialog box that appears. Locate and select the described audio file and then click on the **Insert** button.

2. What are the different ways to advance a slide in transition effects?

**Ans:**

a. **On Mouse Click:** This option keeps a slide on screen till the user clicks the mouse or press a key

b. **After:** This option makes the next slide to appear after a set number of seconds automatically

3. What is animation? What are the four animation effects?

**Ans:** Animation is special effect that you can add to text and objects on a slide. Animation can make the audience pay attention to important points, control the flow of information and make the presentation interesting.

The four animation effects are **Entrance** effect, **Emphasis** effect, **Exit** effect, and **Motion Paths** effect.

4. How will you add an action button which on clicking shows the first slide?

**Ans:** To add an action button that shows the first slide whenever it is clicked.

a. Click on the **INSERT TAB**

b. Click drop-down arrow of **shapes** button in the **Illustrations** group

c. A drop-down menu will appear. Select a button shape that you want to add under **Action Buttons**

d. Click a location on the slide, and then drag to draw the shape for the button.

e. The Action Settings dialogue box will appear. It has two tabs- **Mouse Click Tab & Mouse Over Tab**

f. Select the tab **Mouse Click**, Select **Hyperlink to:** then click the dropdown arrow, and choose an option from the menu. Select the destination as **First Slide**.

g. Click **OK**.

5. How will you record your own voice and add it on a slide?

**Ans:** To record your own sound in a file and insert that file on the slide of the presentation:

a. Click the **Insert Tab**.

- b. Click the **Audio** Option in the **Media** Group. A Menu opens.
- c. Select **Record Audio...** The **Record Sound** dialogue box appears Click on the Record button to record your voice. After you have finished a recording, click on the **Stop** button to stop the recording
- d. Click on **OK**.

6. What are the 4 different print layouts and explain them?

**Ans:** There are 4 different print layouts

- a. **Full Page Slides:** It Prints a full page for each slide in the presentation
- b. **Notes Pages:** It prints each slide along with any speaker notes for the slide.
- c. **Outline:** It prints the overall text of the entire presentation.
- d. **Handouts:** It prints thumbnail version of each slide, with optional space for notes. The optional space allows you to take notes on each slide.

7. What are the objects that can be added in PowerPoint to make presentations more interesting?

**Ans:** The objects that can be added in PowerPoint to make presentations more interesting are pictures, shapes, SmartArt, Charts, Sounds and Movies.

### Application-Based Questions

a. Name all the objects that are on the slide given alongside: (Ref. Pg.No:56)

**Ans:**

- A picture
- A Sound Clip and
- An Action Button

b. Consider the slide and answer the following (Ref. Pg. No: 56)

i. What is the significance of the number that appears near an object?

**Ans:** The number near an object indicates that an animation has been applied to this object identified by the number.

ii. The picture in the middle has two numbers written near it. What does it mean?

**Ans:** The two numbers near the object in the middle mean that two animations have been applied to the object.

c. Manan has added an audio to a slide and wants to do the following: (Ref. Pg. No: 57)

i. Start the sound automatically when the slide appears during a slide show

**Ans:** The Required steps are:

- Click the Sound icon placed on the slide, whose property you want to change
- Under the **Audio Tools** tab that appears, Click the **Playback** Tab.
- In the **Audio Options** group, Click the **Start** Dropdown list and select **automatically**.

ii. Hide the sound icon during a slide show. Can you help him in the task?

**Ans:** To hide the sound icon, the steps are

- Click the sound icon placed on the slide, which you want to hide
- Under the **Audio Tools** tab that appears, Click the **Playback** Tab.
- In the **Audio Options** group, Click the **Hide During Show** option

## **WORKSHEET- 1**

### **a. Who am I?**

1. I am the special effect that appears when you move from one slide to the next.

**Ans:** Transition

2. I am a command group on the INSERT tab and I contain the Audio option

**Ans:** Media

3. I am an animation effect which comes in to play when an object its shown on a slide

**Ans:** Emphasis

4. I am a bar placed below a sound icon indicating how much of the audio file has played out so far.

**Ans:** Timeline

5. I am a button that adds inter activity to a presentation

**Ans:** Action button

### **b. Form the correct word from the below jumbled letters:**

1. **RESTIN** - INSERT
2. **LUMEVO** - VOLUME
3. **INTROSTAIN** - TRANSITION
4. **DELCOTAL** - COLLATED
5. **MISSHEAP** – EMPHASIS

## **CHAPTER 5**

### **Introduction to Excel 2013**

#### **Descriptive type Questions**

#### **D) Answer the following**

1. What is the default extension of an Excel 2013 workbook?

**Ans:** **.xlsx** is the default extension of an Excel 2013 workbook

2. What is the use of Name box??

**Ans:** The Name box displays the **address of the active cell**.

3. What information is displayed on the Formula bar?

**Ans:** The formula bar displays the **data** or **formula** present in a selected cell.

4. What are the different types of data that can be entered in an Excel worksheet?

**Ans:** The different types of data that can be entered in an Excel worksheet are **Numbers, Text, and Formula**

5. How will you refer to a range of cells from A1 to G5?

**Ans:** **A1:G5** will refer to a range of cells from A1 to G5.

### **APPLICATION BASED QUESTIONS:**

- a. Name the cell formed by the intersection of 7<sup>th</sup> row and 5<sup>th</sup> column **E7**
- b. Shivali has opened a file in Excel 2013.
  - a. What is an Excel file called? **Workbook**
  - b. How many worksheets are there in this file? **1**
- c. Dhriti has created a workbook in Excel. By default, it has only one worksheet.
  - a. What is the default name of this worksheet? Sheet1
  - b. How can she rename this worksheet? Double – Click the worksheet tab and **type the new name in the worksheet tab**
- d. Ritvik has created a list of his friends' name in Excel. By mistake he has typed 'Sukreet' instead of 'Sukrit'. What are the different ways in which he can do the correction?

**Ans:** He can make the correction in any of the following ways:

- Select the cell and type in 'Sukrit' in it. Press Enter on the keyboard or click the Enter button on the Formula Bar.
- Double-click the cell and delete 'ee' and type 'i' in its place.
- Select the cell, press F2 and make correction in the cell.
- Select the cell and click the formula bar and edit the cell contents in the Formula Bar.

### **WORKSHEET-1**

#### **A. Who am I?**

1. I am a useful spread sheet program developed by Microsoft **Excel**
2. I am a page containing a grid of cells in Excel 2013 **Worksheet**
3. I am the Bar located at the top of the Excel 2013 window **Title bar**
4. I am a tab containing commands to perform formatting and sorting in Excel 2013  
**Home**
5. I am a collection of Excel-2013 worksheets **Workbook**

#### **B. Form the correct word from the below jumbled letters:**

1. NEGRA - RANGE
2. KOBOKROW - WORKBOOK
3. ABGASCKET – BACKSTAGE
4. TIDE – EDIT
5. CREENFREE – REFERENCE