Brain DEVELOPER

A. Fill in the blanks:

1. We specify number of rows and columns in the _Insert Table_ dialog box.

2. The _Pen Color_ tool is used to change the cells/rows/columns border colour.

3. The _Plot Area_ is a window within the Chart Area that contains the actual chart itself.

4. _Data Series_ are the bars that show the data value.

5. The Pen Weight tool is present in the _Draw Borders_ group.

HINTS • Draw Borders • Plot Area • Pen Color • Insert Table • Data Series

B. State True or False:

1. To insert a table in a presentation, we should use Title Slide layout. — False
2. Text can be entered in a table by clicking on the desired cell. — True
3. Multiple rows can be added in a table. — True
4. The border of a table cannot be modified. — False
5. When we insert a chart, the data is also displayed in a special window called Datasheet. — True
6. We cannot delete the entire data of a datasheet. — False
7. The text is aligned to the top of a cell by default. — False

C. Application Based Questions:

1. Rajiv has created a presentation of 5 slides in Microsoft PowerPoint. In all the five slides he has used only He wants to add one more slide, in which he would insert chart and clipart. Suggest which type of slide should he use for the same.

   Title and content

2. Sumit is working in Microsoft PowerPoint 2010. He has created a table of 4 rows and 5 columns. But later he realised that he needs one more row in the same table. Help him by suggesting the correct option perform this task.

   Right click on table, Go to insert option click on insert row Above/Below.

D. Multiple Choice Questions:

1. Intersection of a row and a column is called a ___Cell___

   a. Cell Border
   b. Table
   c. Cell ✓

2. ___Legend___ depicts the pattern, colour, or symbols which are assigned to the data series.

   a. Chart Area
   b. Legend ✓
   c. Plot Area

3. ___Alignment___ refers to the positioning of text in a table cell.

   a. Alignment ✓
   b. Formatting
   c. Table Style

4. After inserting a table in PowerPoint 2010, the ___table tools___ tab appears automatically.

   a. Table
   b. Table Tools
   c. Table Format

5. In Microsoft PowerPoint 2010, Chart button is present on the ___Insert___ tab.

   a. Home
   b. Design
   c. Insert ✓

6. There are ___Six___ alignment buttons on the Layout tab.

   a. Four
   b. Six
   c. Three