

## Dear Students!!

In this e-book of **8th class**, study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



### 8<sup>th</sup> Class - Computer Science Syllabus & Video Lecture Links (Pbi)

8ਵੀਂ ਜਮਾਤ ਦੇ ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਦੇ ਪਾਠਾਂ ਨਾਲ ਸੰਬੰਧਤ ਵਿਡੀਓ ਲੈਕਚਰਾਂ ਦੀ ਪਲੇਅਲਿਸਟ ਦਾ ਲਿੰਕ:

<https://youtube.com/playlist?list=PLja3EaJFAjmb2GmtO1tR1b9LSAvgl21AA>

ਪਾਠਾਂ ਅਨੁਸਾਰ ਵਿਡੀਓ ਲੈਕਚਰਾਂ ਦੇ ਲਿੰਕਸ:

ਪਾਠ-1 ਟਾਈਪਿੰਗ ਟਿਊਟਰ-ਪੰਜਾਬੀ ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ

<https://youtu.be/30yncS5iCKY>

ਪਾਠ-1 ਟਾਈਪਿੰਗ ਟਿਊਟਰ-ਪੰਜਾਬੀ ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ

<https://youtu.be/5gALeNhznM>

ਪਾਠ-2 ਇੰਟਰਨੈਟ ਫੰਡਾਮੈਂਟਲਜ਼ ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ

<https://youtu.be/leyWAOQI0PY>

ਪਾਠ-2 ਇੰਟਰਨੈਟ ਫੰਡਾਮੈਂਟਲਜ਼ ਦੀ ਵਿਆਖਿਆ ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ

<https://youtu.be/Co1ZIFtuG1l>

ਪਾਠ-3 ਸੂਚਨਾ ਟੈਕਨੋਲੋਜੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ

<https://youtu.be/JohHSCBjv30>

ਪਾਠ-3 ਸੂਚਨਾ ਟੈਕਨੋਲੋਜੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ

<https://youtu.be/gpHzkJyr1hA>

ਪਾਠ-4 ਐਮ.ਐਸ. ਪਾਵਰਪੁਆਇੰਟ ਭਾਗ-1 ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ

<https://youtu.be/0l4hvRnO-vs>

ਪਾਠ-4 ਐਮ.ਐਸ. ਪਾਵਰਪੁਆਇੰਟ ਭਾਗ-1 ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ

<https://youtu.be/tX5rMvZXRxM>

ਪਾਠ-5 ਐਮ.ਐਸ. ਪਾਵਰਪੁਆਇੰਟ ਭਾਗ-2 ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ

<https://youtu.be/mdgBGzo9hfw>

ਪਾਠ-5 ਐਮ.ਐਸ. ਪਾਵਰਪੁਆਇੰਟ ਭਾਗ-2 ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ

<https://youtu.be/juNk4gEc6Mg>

**PLEASE DO NOT FORGET TO LIKE, SHARE AND SUBSCRIBE OUR YOUTUBE CHANNEL**

 **YouTube** <http://youtube.com/c/computersciencepunjab>

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Please use the following link to download the study material/e-books/e-contents for 6<sup>th</sup> to 12<sup>th</sup> classes:

<http://cspunjab.nirmancampus.co.in/study.php>

**Que:1 Multiple Choice Questions:**

1. \_\_\_\_\_ is a presentation graphics software  
a) PowerPoint      b) Word      c) Excel      d) Paint
2. A \_\_\_\_\_ is the process of presenting a topic to an audience  
a) Word Processor      b) Slide      c) Presentation      d) Transition
3. A \_\_\_\_\_ is a single page of presentation.  
a) Slide      b) Document      c) Sheet      d) None of these
4. \_\_\_\_\_ contains the current slide in our presentation.  
a) Outline Pane      b) Content Pane      c) Ribbon      d) Slide Pane

**Que:2 Very Short Answer Type Questions**

**Q:1 How to Open PowerPoint?**

**Ans:** Start → All Programs → Microsoft Office → Microsoft PowerPoint

**Q:2 Shortcut Key to Save the Presentation in PowerPoint?**

**Ans:** Ctrl+S

**Q:3 Shortcut Key to Close PowerPoint?**

**Ans:** Alt+F4

**Q:4 Shortcut Key to Start Slide Show from the first Slide?**

**Ans:** F5 Function Key

**Q:5 What is the file extension of presentation file in PowerPoint?**

**Ans:** .pptx

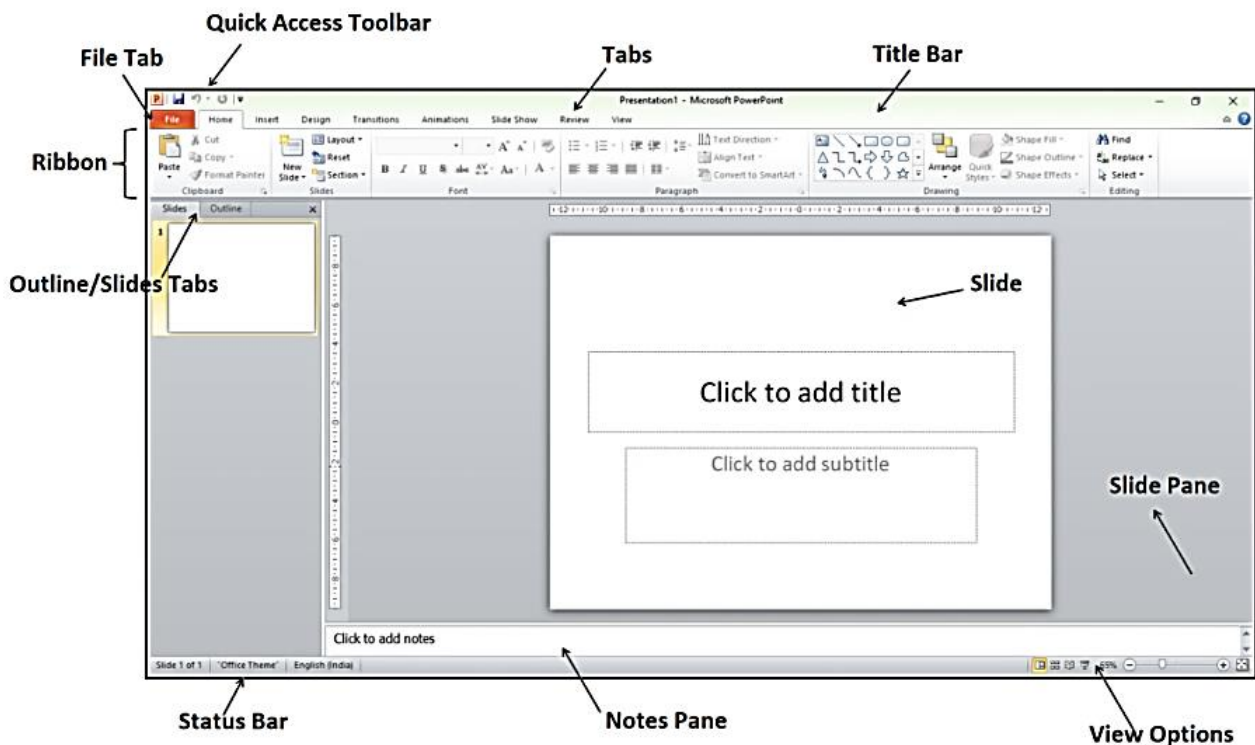
**Q:6 Which term/word is used to Open PowerPoint using RUN box?**

**Ans:** POWERPNT

**Que: 3 Short Answer Type Questions**

**Q:1 What is PowerPoint?**

**Ans:** PowerPoint is a presentation graphics software. It is a part of MS Office. It allows us to create effective electronic slideshows. We can add animation effects etc. to the presentation in PowerPoint to make it more effective.



### Q:2 Write a short note on Presentation.

Ans: Presentation is the process of presenting a topic to the viewers in an interesting way. The purpose of the presentation is to make the content easily understandable using pictures, text, animation etc. A presentation can have one or more slides. We can easily create presentation in the PowerPoint.

### Q:3 What is a Slide?

Ans: A slide is a page of presentation. It is like a 35 mm film-based slide. The slide can be considered as a workspace in PowerPoint where we place the content to create the presentation. A presentation can have one or more slides.

### Q:4 Write the main Components of PowerPoint Window.

Ans: Following are the main components of a PowerPoint window:

- Title bar
- Ribbons and tabs
- Outline / Slides tab
- Slide pen
- Notes pen
- Status bar
- View options

### Q:5 How will you play presentation for the audience in PowerPoint?

Ans: PowerPoint provides a variety of ways to play our presentation for viewers. Here are some key ways:

- Press the shortcut key F5 to start the presentation from the first slide
- Press the shortcut keys Shift + F5 to start the presentation from the current slide.

### Q:6 Write about Slide Pane and Notes Pane in PowerPoint?

Ans: Following is the description of Slide Pane and Notes Pane:

- **Slide Pane:** This pane shows the current slide in our presentation.
- **Notes Pane:** This pane is located at the bottom of the slide pane. This pane is used to type notes related to slide contents.

### Que: 4 Long Answer Type Questions

#### Q:1 Explain any three components of PowerPoint Window?

Ans: PowerPoint window has several components. Three main Components are described below:

- **Slide Pane:** This pane shows the current slide in our presentation.
- **Notes Pane:** This pane is located at the bottom of the slide pane. This pane is used to type notes related to slide contents.
- **Title Bar:** This is the top bar of the PowerPoint window. This bar displays the name of the software (Microsoft PowerPoint) and the name of the currently opened file.

#### Q:2 How will you create Photo Album presentation in PowerPoint?

Ans: We can create Photo-Album Presentations in PowerPoint very easily. The steps for creating a Photo-Album Presentation are as follows:

1. Click on the Insert tab.
2. Click on the Photo Album option in the Images group and then click on the New Photo Album... option.
3. The Photo Album dialog box will open. Select the images using the File/Disk... option.
4. Set up various options for Images in the Album dialog box.
5. Finally, click on the Create button in the Album dialog box.
6. This will create a new photo album presentation.

