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.

<table>
<tr><td>**8th Class - Computer Science Syllabus & Video Lecture Links (Pbi)**</td></tr>
</table>

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/5gALeNhzsnM**
ਪਾਠ-2 ਇੰਟਰਨੈਟ ਫੰਡਾਮੈਂਟਲਜ਼ ਦੀ ਵਿਆਖਿਆ ਦਾ ਵਿਡੀਓ ਲੈਕਚਰ	**https://youtu.be/IeyWAOQl0PY**
ਪਾਠ-2 ਇੰਟਰਨੈਟ ਫੰਡਾਮੈਂਟਲਜ਼ ਦੀ ਵਿਆਖਿਆ ਦੇ ਅਭਿਆਸ ਪ੍ਰਸ਼ਨਾਂ ਦੇ ਹੱਲ	**https://youtu.be/Co1ZIFtuG1I**
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**

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▶ YouTube **http://youtube.com/c/computersciencepunjab**

Prepared By:

Vikas Kansal and Sukhwinder Singh

Computer Faculties, S.U.S. Govt. (G) Sen. Sec. School, Sunam Udham Singh Wala (Sangrur)

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

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

Chapter 5ᵗʰ
Advanced PowerPoint (Part-1)

Que:1 Multiple Choice Questions:
1. A _____ defines the design and placement of different elements on a slide.
a) Background Style   b) place holder   c) Slide Layout   d) Pattern
2. A _____ is a blend of two or more colours merging into each other
a) Theme   b) Pattern   c) Background Style   d) Gradient
3. _____ is the default view where we create, edit and design our slides.
a) Normal view   b) Slide Show   c) Slide Sorter View   d) Reading View
4. There are _____ default slide-background styles available in PowerPoint 2010.
a) 48   b) 4   c) 12   d) 3
5. The _____ control allows us to zoom-in for a closer look at slide contents.
a) Zoom   b) Slide   c) Normal View   d) Gradient

Que:2 Very Short Answer Type Questions
Q:1 What is the Shortcut Key to Insert a New Slide?
Ans: **Ctrl + M**
Q:2 What is the shortcut key to Create a New Presentation?
Ans: **Ctrl+ N**
Q:3 Which tab is used to format text on the slide?
Ans: **Home tab**
Q:4 Which PowerPoint view is used to deliver our presentation to an audience?
Ans: **Slide Show view**
Q:5 Which bar contains the View buttons and Zoom Slider in PowerPoint?
Ans: **Status Bar**
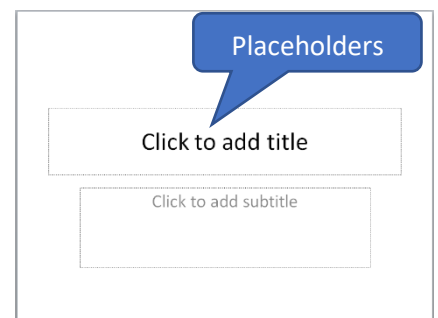

Que: 3 Short Answer Type Questions
Q:1 Write the steps to create a new presentation using File tab in PowerPoint.
Ans: Following are the steps to create a new presentation file using the File tab:
1. Click on the **File** tab.
2. Click on the **New** option.
3. Click on **Blank Presentation**.
4. Click on the **Create** button.

Q:2 What are Placeholders?
Ans: The placeholder are the dotted-line containers that are shown on the slide layout. They can hold a variety of content, such as: Title, Table, Chart, Pictures, ClipArt, etc.
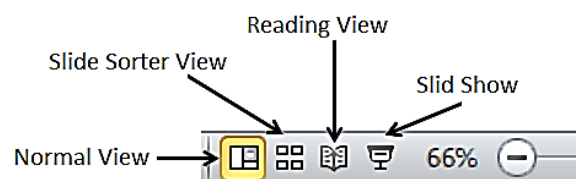

Q:3 What are Themes?
Ans: A theme is a predefined set of colours, fonts and visual effects. We use themes in our presentation to set a consistent and professional look of our slides.

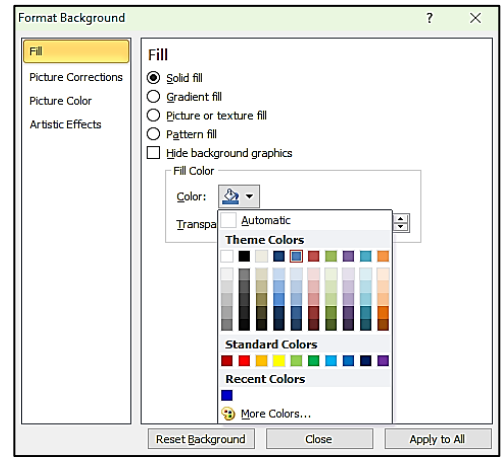**Q:4 Write the names of different view buttons available at the status bar of PowerPoint window.**
Ans: The status bar has four view buttons with a zoom slider:
- **Normal View**
- **Slide Sorter View**
- **Reading View**
- **Slide Show View**

Q:5 What is Gradient Fill?

Ans: A gradient is a mixture of two or more colours that merge with each other. The Gradient Fill is an option which is used to apply the gradient as a slide background. This option appears in the Format Background dialog box.

Q:6 Which options are available in the Fill pane of the Format Background dialog box?
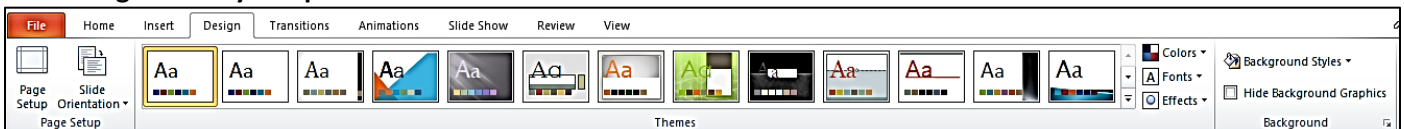
Ans: The Fill Pen has the following options:

- **Solid Fill**
- **Gradient Fill**
- **Picture or Texture Fill**
- **Pattern Fill**

Que: 4 Long Answer Type Questions

Q:1 Explain briefly about the different methods to change the appearance of slides?

Ans: We can easily change the appearance of slides using the options available in the Design tab of PowerPoint. The main methods to change the appearance of a slide are as follows:
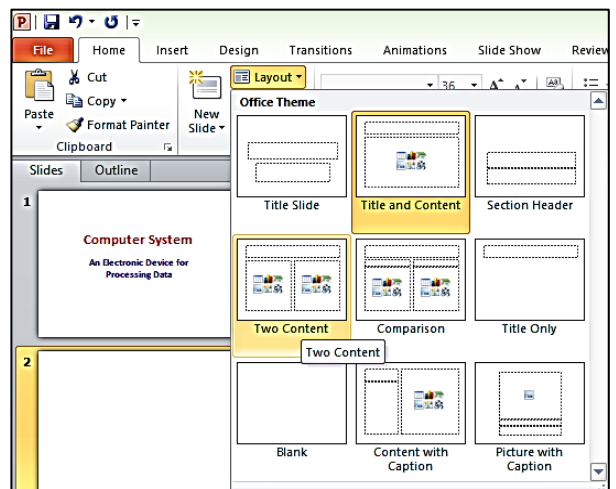
- **Themes**: A theme is a predefined set of colours, fonts, and visual effects. We use Themes to set a consistent and professional look of our slides.
- **Background style**: The pictures or design elements that are placed behind the text, charts, etc. on the slides are called PowerPoint backgrounds. We can change these backgrounds of slides with the help of the Background Styles option.

Q:2 What is Slide Layout? How will you change it in PowerPoint?

Ans: Slide layout defines the design and placement of different elements on a slide. We can also change the layout of the slide after inserting the slide into the presentation. The steps are as follows:

1. Select the slide whose layout we want to change.
2. Click on the <u>Layout</u> drop-down menu in the <u>Slides</u> group of the <u>Home</u> tab.
3. Click on the layout as per the requirement.

Q:3 Write about the Slide View options in PowerPoint.

Ans: Following is the description of PowerPoint's slide view options:

- **Normal View**: This is the default view where we create, edit and design our slides.
- **Slide Sorter View**: This view displays presentation slides in thumbnail form.
- **Reading View**: This view fills most of the computer screen with a preview of our presentation.
- **Slide Show View**: We use Slide Show View to display our presentation to the audience.

Prepared By: Vikas Kansal (CF, S.U.S. Govt. Sen. Sec. School (Girls), Sunam Udham Singh Wala (Sangrur))   Page-3

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