CLASS: XI	INDIAN SCHOOL MUSCAT SECOND PERIODIC TEST	SUBJECT: INFORMATION TECHNOLOGY
	SET - C	
QP.NO.	VALUE POINTS	SPLIT UP MARKS
1.	The presentation software has tools that allow the user to create presentations with sound, text, movies, pictures, and tables.	1 Mark
2.	<Start> <Programs> <OpenOffice> <Presentation> , 　　　　OR, If the OpenOffice Icon is on the desktop, double click the icon	1 Mark
3.	The System is in Sleep Mode: The computer may be in Sleep mode. Check All Connections: For a desktop, ensure a proper connection of a cable connecting the monitor and a computer cabinet. Laptop's Battery is Low: The laptop's battery could be very low, causing the laptop to switch off.(Any one)	1 Mark
4.	Click Start button> Control Panel > Network and Internet > Network and Sharing Center.	1 Mark
5.	Slide transition applies to the pattern that will show up when one slide goes to the next (for example, wheel, diamond etc.). Slide animation applies to elements of a single slide, i.e., how the different elements in a slide will appear on the screen, their order, etc.	1 + 1 = 2 Marks
6.	Format Character: <Format> <Character>. A dialog box opens. Format Paragraph: <Format> <Paragraph>. A dialog box opens. Format Line: <Format> <Line>. A dialog box opens. You can select from line style, width, color etc. Format Slide Layout: <Format> <Slide Layout>. You can select a slide layout for the slide from the different slide layouts presented to you.	1 + 1 = 2 Marks
7.	Slide show- To start slide show Slide show settings- Settings for slide show, slide to start Rehearse timings – To give timings settings for the slide. Custom animation- Select the element on the slide on which the animation has to be applied. Slide Transition: A dialog box opens on the right side. Select the transition you want to apply to the slide.	1 + 1 = 2 Marks
8.	<Insert><Page Number> : A Header and Footer Window opens. Make settings here for date, time and page number. Insert Fields: <Insert> <Fields> : A pop-up menu appears. Select the element to be inserted. Insert Hyperlink: <Insert> <Hyperlink> : A dialog box opens. On the left side of the dialog box, select where you want to link – current presentation slides	1 + 1 =2 Marks
9.	In the bottom left corner of your Windows screen click Start. In the Search box type CMD and press Enter The COMMAND PROMPT (an MS-DOS window) will open. Type IPCONFIG and press Enter. The results should show the Connection-specific DNS Suffix, IP Address, etc, as seen. This information	1 + 1 = 2 Marks

	will only show if your system is connected to the internet, else, it will show *Media State: Media disconnected.*	
10.	Check the Cables: Check the cable of the specific computer hardware which is not working. Ensure that all connections are tight, correctly plugged in, and the Power button of these devices is ON. For wireless devices, make sure it is turned on and the batteries are charged. Use Help: Access the Help window by pressing the F1 key. This window helps to find a solution to the problem. Record Error Messages: Record the full error message for future reference. Restart the Computer: Restart the peripheral device. If the device still does not switch on, shut down the computer and start it again.	1 + 1 = 2 Marks
11.	Run a Disk Clean Up Application- To get some more disk space, run the Disk Cleanup Application. On the General tab shown click on the Disk .Cleanup button, to start disk cleanup. Delete Unused Files and Programs-Periodically delete files and programs you do not need. This will increase the free space on your disk, Empty Your Recycle Bin-This can be done by right-clicking on the Recycle Bin icon (usually on the desktop), and then selecting Empty Recycle Bin. (Any two)	1 + 1 = 2 Marks
12.	Check Speaker Volume Level,Check Audio Player Controls - Many audios and video players have their own separate audio controls. Check the Cables :In case external speakers are used, ensure that the speakers are plugged into the electric socket, turned on, and connected to the correct audio port or a USB port on your system. If your computer has color-coded ports, the audio output port will usually be green. Check the Sound Using Headphones.	2 Marks