**CLASS –IX DIGITAL PRESENTATION**

**Keywords: Slide, Slide Layout, Views of Slides, Design Templates, Transition, Custom animation, Manual and Automatic Slide Show, Notes, Handouts, Rehearse timing**

**A. Multiple Choice Questions**

1. Which of the following option is not available on Presentation Wizard?

**(a) Empty presentation**

(b) Form template

(c) Open new presentation

(d) Open existing presentation

2. Which of the following is not a part of main Impresswindow?

(a) Slides pane (b) Workspace

**(c) Work pane** (d) Task pane

3. Which of the following is not a section of tasks pane?

(a) Master pages (b) Layouts

**(c) Custom View** (d) Custom animation

4. Which view button listed below is not one of those available in the workspace?

(a) Normal view (b) Outline view

**(c) Thumbnail view** (d) Notes

5. Which view is generally used for creating, formatting and designing slides?

**(a) Normal view** (b) Outline view

(c) Notes (d) Slide Sorter view

6. The slide show can be exited at any time during the show by pressing which of the following keys?

(a) Space bar (b) End key

(c) Break key **(d) Esc key**

7. Which of the following features is used to create a new slide show with the current slides but presented in a different order?

(a) Rehearsal **(b) Custom Slide show**

(c) Slide Show Setup (d) Slide Show View

8. Which of the following feature is used to progress the slide show automatically while speaking on the topic?

(a) Custom Animation **(b) Rehearse Timing**

(c) Slide Transition (d) Either (a) or (b)

**B. Fill in the blanks**

1. **Master slide** is used to maintain consistency in design and colour in the presentation.

2. **Slide sorter** view is used to view all the slides simultaneously.

3. **File menu** is used to perform basic operations on the presentation.

4. Master Page is used to modify the **Base architecture** of the slide.

5. To create a new blank presentation, use the key combination **Ctrl+N**.

6. In every presentation, first slide should be **Title slide**.

7. To save a presentation, we can use key combination **Ctrl+S** .

8. In LibreOffice Impress, by default the presentation is saved with **.odp** extension.

9. The keyboard shortcut key for slide show is **F5**.

10. The short cut key to close the LibreOffice impress is **Ctrl+W**.

11. The short cut key to insert a new slide is **Ctrl+M**.

12. The **Normal** view is used to apply animation on the content of slide

13. A paper copy of presentation given to the audience is known as **Handouts**.

14. To play a sound during transitions, select a sound from the **Transition sound** list.

15. To play the sound repeatedly, the **loop until next sound** is used.

**C. State whether the following statements are True or False**

1. The order of the slides cannot be changed in slides pane.**False**

2. Slide design or layout can be changed for multiple slides simultaneously.**True**

3. Every slide in a presentation has exactly one slide master.**True**

4. Animations once applied can be changed but cannot be removed.**False**

5. Slide names are included in outline view.**True**

6. The notes added to slides can be seen during the presentation.**True**

7. A presentation can have multiple slide masters.**False**

8. A user can create his/her own slide master.**True**

9. Once a pre-defined slide master is selected, the background of slide cannot be changed.**False**

10. The text added to the header is displayed on the first slide only.**False**

11. The text added to the footer is displayed on the last slide only.**False**

12. User can create his/her own template and use it in the Presentation Wizard.**True**

13. The Notes View is used for the audience.**False**

14. It is not possible to insert audio or video clips in the presentation.**False**

15. Header and footer can be inserted in the presentation.**True**

**D. Short answer questions (50 words)**

**1. List the possible multimedia contents that are included while creating a presentation.**

**Ans** A presentation includes

• Regular text

• Lists items

• Table

• Graphics elements

• Sound and Video

• Animation

**2. List the important points to be considered while making an effective presentation.**

**Ans** The following points or guidelines have to be taken care of while preparing a good quality presentation.

**1.Number of lines:** On one page or slide try to include 5 to 8 lines.

**2.Font-size:** While preparing the presentation, you need to take care of the room size, distance between the screen and the audience.

**3.Correct use of grammar and language:** The grammar and language should be correct in your presentation, because if you make a mistake that will replicate to the number of persons in the audience.

**4.Inserting images, drawings, tables or graphs:** Try to avoid inserting more than two graphics (images, drawings, tables or charts) in any slide.

**5.Use of colours:** Try to use dark colours, bold letters with different fonts to highlight certain points.

**6.Animation and videos:** Do not include more than one animation or video in one slide.

**7.Pay attention to target group:** While creating the presentation, give attention to meet the requirements of the target audience.

**3. What are the advantages of using a presentation?**

**Ans** 1.Presentation is used to present the project proposal in business organisations.

2.Presentation is highly used in teaching and training.

3.The concepts that are difficult to explain, can be easily presented to the audience in a simple way using any presentation software. For example, a teacher wants to teach any biological system of human a complete system can be demonstrated using pictures and animation very effectively through a presentation.

4.Machine parts and operation of various machines can be easily shown.

5.We can also print the presentation in different ways.

**4. What objects can be inserted to slides in Impress?**

**Ans Impress** offers the capability of **inserting** in a **slide** various types of **objects** such as music or video clips, Writer documents, Math formulas, generic OLE **objects** and so on. The **Impress** main window has three parts: the **Slides** pane, Workspace, and Sidebar

**5. What are the steps to add picture or object to the slide?**

**Ans 1.**To insert an image into presentation, select ***Insert → Image*** on the menu bar or, click on the Insert Image icon located on the standard toolbar. The ***Insert Image*** dialog opens.

2. Select the file from the desired directory. By selecting the Preview option, a thumbnail of the selected image will be displayed in the preview pane on the right.

**6. How can text be added to header or footer on the sliders?**

**Ans 1.**Click on Insert tab and then click **Header and Footer**.

2.Header and footer dialog box will appear.

3.Select the **Footer** check box, and then type the **footer text** that you want.

4.Click Apply to All.

5.Select the **Notes and handouts** and click the Header checkbox

6. Then type the **header text** that you want.

7.Click Apply to All.

**7. Describe the use of fields available in header and footer.**

**Ans Date** – Used to show the current date at the bottom of every slide.

**Fixed**-Used to show the fixed date at the bottom of the slide.

**Slide number**- Used to show the slide number on every slide.

**Apply to all**- Shows the selected formatting on every slide of the presentation.

**Apply**- Shows the selected formatting on selected slide of the presentation.

**8. Write the steps to create a template.**

1. Create the template slide using Impress
2. When the slide is complete, from the pulldown menus, select **File > Templates > Save**.
3. If you want to make your own folder for storing your personal templates (suggested), click the **Organizer** button.
4. In the dialog that appears, select **Commands > New**
5. A new folder will be created and will appear on the right side of the dialog, named "Untitled"
6. Give the folder a new name and press the **Return** key to enter the name, e.g. My\_templates
7. Click **Close**.
8. In the "Document Templates" dialog, on the right side, you will see a "Categories" list. Make sure that your new template folder is selected.
9. In the "New Template" field, enter a name for your template
10. Click **OK**.

**9. Write down the steps to add slide transition in your presentation.**

**Ans**

1.Choose the Animations tab.

2.Click the More button in the **Transition to this Slide** group. **A** menu of **transitions** appears.

3.Click the **transition** you want to apply. **PowerPoint** applies the **transition**.

**10. How will you add the slide number at the bottom of each slide?**

**Ans** 1.Click on Insert Tab.

2.Then click on slide number option under Text group.

3.Click on slide number checkbox and then click on Apply to all.

**11. How will you insert a company’s logo (picture) in first slide of your presentation?**

**Ans 1.**To insert a logo(picture) into presentation, select ***Insert → Image*** on the menu bar or, click on the Insert Image icon located on the standard toolbar. The ***Insert Image*** dialog opens.

2. Select the file from the desired directory. By selecting the Preview option, a thumbnail of the selected image will be displayed in the preview pane on the right.

**12. How will you add the name of the company on the top of the each slide?**

**Ans 1.**Click on Insert tab and then click **Header and Footer**.

2.Header and footer dialog box will appear.

3.Select the **Notes and handouts** and click the Header checkbox

4.Then type the **header text (name of company)**  that you want.

5.Click Apply to All.

**13. Write down the steps to create a table in a presentation.**

**Ans**

1. Select the slide that you want to add a **table** to.
2. On the Insert tab, select **Table**.
3. In the Insert **Table** dialog box, do one of the following: Use the mouse to select the number of rows and columns that you want. ...
4. To add text to the **table** cells, click a cell, and then enter your text.

**14. Write down the steps to insert a chart in slide.**

**Ans** 1.To create a **chart**  in **PowerPoint**, click **Insert** > **Chart** and pick the **chart** you want.

2.On the **Insert** tab, in the Illustrations group, click **Chart**.

3. In the **Insert Chart** dialog box, click the arrows to scroll through the **chart** types.

4.Select the type of **chart** that you want and then click OK.

**15. What are the five views of presentation?**

**Ans Slide Sorter view:**  it contains all of the slide thumbnails. It is suitable for rearranging the slide order. It is used to sort slides with the ‘drag and drop’ method. Use this view to work with a group of slides or with only one slide.

**Normal view:**  it is the main view for working with individual slides. This view is used to format and design and to add text, graphics, and animation effects.

**Outline view:** it contains all the slides of the presentation in a sequence. It shows each slide in the outline format. Only the text contained in each slide is displayed inside the Workspace. It displays slide text in the form of a structure.

**Notes view**: it is used to add notes to a slide for the information of presenter. It is not seen by the audience while showing the presentation. It displays the area in which the notes, are used to help during the presentation.

**Slide show view-**It is used to view all the slides of a presentation one by one on full screen .