

Exercises

A. Tick the correct answer

1. Which of the following is not a presentation program?
(d) Microsoft office publisher
2. Boxes with dotted borders, which are part of the slide layouts are called.
(c) Placeholders
3. A pre-defined combination of background and suggested color scheme is called.
(b) Theme
4. The first slide of a presentation is generally a –
(c) Title slide
5. How many icons does a content placeholder have?
(d) Six
6. You can add a new slide by using the tab and option.
(b) Home, New Slide
7. You can change the slide layout by using this tab and option.
(a) Home, Layout

B. Fill in the blanks.

[PowerPoint presentation, Theme, Slide Sorter, Selection Box, Normal, Home]

1. A PowerPoint presentation is an audio/video medium to communicate with the audience.
2. A Theme is a pre-defined combination of a background and a suggested color scheme for your presentation.
3. The Normal view is the main editing view you use to design your presentation.
4. To change the font properties of a selected text on a slide, click on the Home tab and use the formatting buttons.
5. To view all the slides together in the thumbnail form, use the Slide Sorter view.
6. To select multiple slides in the Slide Sorter view, draw a Selection box around the slides.

C. Write (T) for True and (F) for false.

1. Microsoft word is software that is used to create presentations. F
2. On a slide, the contents are added in placeholders. T
3. A SmartArt graphic is a textual representation of your information and ideas. F
4. In the Normal view, you can edit the contents of a slide. F
5. In the Slide Sorter view, you can edit the contents of a slide. F
6. When you click the Slide Show button, the slide show starts from the beginning. F

Answer in one word/sentence.

1. Why should the first slide of a presentation be a title slide?

Ans: The title slide conveys some idea about the topic of the presentation.

2. What is a placeholder?

Ans: Place holders are the boxes with dotted borders, which are the part of slide layouts.

3. Which tab and option gives you the choice to insert a new slide in PowerPoint?

Ans: Home, New Slide

4. Which tab and option will you use if you want to insert a SmartArt graphic?

Ans: Insert tab. Smart art option.

5. What is the advantage of normal view over the slide sorter view?

Ans: In Normal View you can edit the document while in Slide Sorter view you cannot do so.

6. Name the various views in PowerPoint.

Ans: Normal view, Slide Sorter view and Slide Show view.

Give short answers.

1. What is PowerPoint? What are the contains which you can add on a slide?

Ans: PowerPoint is a presentation making software which creates digital slideshow. We can add table, chart, art, graphic, picture, video, etc. on a slide.

2. What is SmartArt?

Ans: A smart art graphic is a visual presentation of your information and ideas.

3. How does a theme help to give a consistent look to a presentation?

Ans: A theme consists of predefined combination of a background and a suggested colour scheme which gives a consistent look to our presentation.

4. Write down what you have learned about the Slide Sorter view.

Ans: The slide sorter view is the view of your slides in the thumbnail form. It makes easy for you to reorder, add or delete slides.

You Tube Links ➔ 1. <https://youtu.be/IYHIA3P6Zr4>

2. <https://youtu.be/IYHIA3P6Zr4>

3. https://youtu.be/_gYShFl6i94

4. <https://youtu.be/LX8cxAHvnlq>

5. https://youtu.be/_aaSJNYcu4U