

UNIT – 5 (DIGITAL PRESENTATION)

Chapter – 15: INTRODUCTION TO PRESENTATION SOFTWARE

Answer the Following Questions

1. A presentation is a collection of slides arranged in a sequential manner to convey, persuade, motivate, and entertain or to provide information. It can be projected on a big screen by attaching the computer with a multimedia projector.
2. A presentation has the following elements:
 - a. Regular Text, Lists items
 - b. Background and Title
 - c. Graphical elements like, Clip Arts, Shapes, Diagrams, 3D objects, Table, etc.
 - d. Audio and videos
 - e. Transitions and animation
 - f. Footer
 - g. Date and time
 - h. Slide number
3. A slide can be defined as a digital or an electronic page of a presentation. A slide show is a sequential display of slides, which is shown to the audience with an objective of providing information and exchanging ideas/views on a particular topic.
4. Three presentation software are: LibreOffice Impress, Microsoft PowerPoint and Adobe Connect.
5. You should follow certain guidelines to create a good quality presentation as listed below:
 - a. Well designed
 - b. Less number of textual lines
 - c. Use of bright colours
 - d. Well-aligned and formatted content
 - e. Use high quality graphics
 - f. Use simple transition and animation effects
 - g. Avoid language and grammatical errors
 - h. Keep the presentation simple using charts and graphics
 - i. Minimal use of facts and figures
 - j. Well edited
 - k. Powerful first impression

Chapter – 16: CREATING A PRESENTATION

Answer the Following Questions

1. Microsoft PowerPoint is a powerful communication tool to present the views and ideas effectively through visual aids. Presentations can be enhanced with 2D and 3D Clip Art, special effects and transition styles, animations, and high impact drawing tools. This application is widely used in the field of entertainment, education, corporate training sessions, seminars, and conferences. You can easily import data from Word, Excel, etc., into a PowerPoint presentation. You can also generate handouts and speaker's notes for a presentation.
2. A slide can be defined as a digital or an electronic page of a presentation.
3. A new slide contains dotted rectangular boxes called placeholders where you can enter text or objects and format it in any way you want to.
4. The layout of the first slide is Title slide and of the second slide is Title and Content slide.
5. To change the layout of the slide, click on the Layout button in the Slides group of the Home tab, and select the desired layout from the displayed list.
6. To create the PDF of your presentation, follow these steps:
 - Click on the File menu and select the Export as PDF option.
 - The PDF Options dialog box appears. Click on the Export button.
 - The Export dialog box appears. Select the location where you want to keep your PDF file.
 - Enter the name in the File name box. Click on the Save button. Your presentation will be saved in the PDF format.
7. A slide show is a sequential display of all the slides.
8. While closing a presentation, following three options are displayed:
 - a. Save: The presentation is saved and then closed.
 - b. Don't Save: The presentation is closed and all the recent modifications are lost.
 - c. Cancel: Nothing happens and you return to the presentation.

Chapter – 17: WORKING WITH SLIDES

Answer the Following Questions

1. To insert a duplicate slide, follow these steps:
 - a. Select the slide from the Slides pane.
 - b. Click on the Slide menu and select the Duplicate Slide option. Or Right-click on the selected slide and select the Duplicate Slide option.
2. To copy slides, follow these steps:
 - Select slides in the Slides Pane. Or
 - Switch into Slide Sorter view by clicking on View>Slide Sorter.
 - Select slides that are to be copied.

- Now, click on the Edit menu and select the Copy option. Or
- Right-click on selected slides and select the Copy option.
- Paste the slides to the desired location by Clicking on Edit>Paste. Or
- Select the Paste option from the Context menu.
- The slide gets copied at the new location.

To move slides, follow these steps:

- Select slides in the Slides Pane. Or
- Switch into Slide Sorter view by clicking on View>Slide Sorter.
- Select slides that are to be moved.
- Now, click on the Edit menu and select the Cut option. Or
- Right-click on the selected slides and select the Cut option.
- Paste the slides to the desired location by clicking on Edit>Paste. Or
- Select the Cut option from the Context menu.
- The slide gets moved at the new location.

3. Cut – Ctrl+X, Copy – Ctrl+C, Paste – Ctrl+V
4. Zoom slider helps you zoom in or zoom out the slide view as per your requirement.
5. Various presentation views available in PowerPoint are:
 - a. Normal view
 - b. Reading view
 - c. Notes page view
 - d. Slides Sorter view
 - e. Slide Show view
6. To insert bullets list, follow these steps:
 - Place the pointer from where you want to start the list item.
 - Click on the Toggle Bulleted List or Toggle Numbered List button on the Text Formatting toolbar.
 - A bullet or a number appears in the document. Type your text and press the Enter key.
 - The bullet or number will automatically appear on the next line. Or
 - Select the items that you want to bullet or number. Click on the Toggle Bulleted List or Toggle Numbered List button on the Text Formatting toolbar.

BRAIN DEVELOPER

SECTION 4: APPLICATION BASED QUESTIONS-(UNSOLVED)

1.
 - 1) Interchange the labels for Dialog Box Launcher and Quick Access Toolbar
 - 2) Interchange the labels for Group and Tab
 - 3) Interchange the labels for Status Bar and Slides Tab
 - 4) Interchange the labels for Notes Pane and Slides Pane
2.
 - 1) Title Slide
 - 2) Comparison Slide
 - 3) Title with Content Slide
 - 4) Content with Caption Slide
 - 5) Blank Slide

3.
 - 1) Notes view
 - 2) Slides sorter view
 - 3) Normal view
 - 4) Normal view
 - 5) Outline view

SECTION 5: SHORT ANSWER TYPE QUESTIONS-(UNSOLVED)

1. A presentation is a collection of slides arranged in a sequential manner to convey, persuade, motivate, and entertain or to provide information. It can be projected on a big screen by attaching the computer with a multimedia projector.
2. A slide can be defined as a digital or an electronic page of a presentation. A slide show is a sequential display of slides, which is shown to the audience with an objective of providing information and exchanging ideas/views on a particular topic.
3. Ribbon: It is placed at the top area of the main window. It displays several tabs, such as File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. Each tab contains commands arranged into different groups.
File Tab: The Office button of Microsoft Office 2007 has been replaced by the File tab in Office 2010. It launches the Microsoft Office Backstage view. This view allows you to create a new presentation, open an existing presentation, save, print, send, or close the presentation.
4. A slide layout contains placeholders, which in turn holds text, such as titles, bulleted lists, and slide content, such as tables, charts, pictures, shapes and clip arts. Two slide layout options are: Title slide, Title and Content slide.
5. Follow these steps to save the presentation:
 - Click on the Save icon on the Standard toolbar or select the File menu > Save option.
 - PowerPoint displays the Save As dialog box. Enter the name 'Eco Friendly AC' in the File name text box and click on the Save button.
 - The presentation will be saved with the specified name and the extension will be .pptx.
6. To add a password to your presentation, follow these steps:
 - Click on the check box Save with password option, and then click on Save.
 - You will receive a Set Password prompt message box.
 - Type the desired password in the Enter password to open text box, and type the same in the Confirm password text box and then click on OK.
 - The presentation will be saved with password protection.

- After a password has been set, the document will only open with the password. In case you forget the password, there will be no way to recover the document.
 - Remember, the password is case sensitive.
7. Quick Access Toolbar is a customisable toolbar which contains commands that you may want to use often. By default, this tool bar is located on the Title bar but you can place it below the Ribbon also. To do so, click on the drop-down arrow at the right end of the tool bar, and select the Show Below the Ribbon option from the Customize Quick Access Tool bar menu. You can also add more commands to this tool bar by right-clicking on any command on the Ribbon and selecting the Add to Quick Access Tool bar option.
8. A slide show is a sequential display of all the slides. The various ways to view a slide show are:
- Click on the Start from first Slide button present on the Standard toolbar. Or
 - Press the F5 key to run a slide. Or
 - You can also start the slide show by clicking on Slide Show > Start from first Slide.

SECTION 6: LONG ANSWER TYPE QUESTIONS-(UNSOLVED)

1. Presentation software is application software, which is used to create multimedia presentations in the form of slide shows. A presentation is a collection of slides arranged in a sequential manner to convey, persuade, motivate, entertain, or to provide information. It can be projected on a big screen by attaching the computer with a multimedia projector. The maximum usage of presentations can be seen in the fields of entertainment, education, corporate training sessions, seminars, and conferences. Some of the most popular presentation software are:
 - a. LibreOffice Impress
 - b. Microsoft PowerPoint
 - c. OpenOffice Impress
 - d. Google Slides(Part of GSuite)
2. Five characteristics of a good presentation are listed below:
 - a. Well designed
 - b. Use bright colours and properly formatted content
 - c. Should include maximum 5 to 8 lines in a slide
 - d. Text is appealing and aligned properly in slides
 - e. Include high-res graphics
3. Microsoft PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that can include animation, narration, images, and videos. It is a software that is used for creating an effective multimedia presentations. It is a part of the Microsoft Office 2010 suite which provides various tools, wizards, templates, themes, and predefined layouts to create professional presentations.
 - a. Microsoft PowerPoint is a powerful communication tool to present the views and ideas effectively through visual aids. Presentations can be enhanced with 2D and

- 3D Clip Art, special effects and transition styles, animations, and high impact drawing tools. This application is widely used in the field of entertainment, education, corporate training sessions, seminars, and conferences.
- b. You can easily import data from Word, Excel, etc., into a PowerPoint presentation.
 - c. You can also generate handouts and speaker's notes for a presentation.
4. The various formatting options are:
 - The Text Formatting toolbar
 - The options available under Font group
 - The keyboard shortcuts
 5. Various presentation views available in PowerPoint are:
 - a. Notes view
 - b. Slides sorter view
 - c. Normal view
 - d. Normal view
 - e. Outline view

Chapter – 18: USING TABLES IN A PRESENTATION

Answer the Following Questions

1. A table is a grid of cells arranged in rows and columns.
 2. Inserting Table Using Table Grid
 - a. Click on the Insert tab and select the Table option in the Tables group.
 - b. Drag the mouse pointer over the grid and select the number of rows and columns you want to insert in a table.
 - c. The table will be inserted on the working area.
- Inserting Table Using Insert Table Option
- d. Click on the Insert tab and select the Table option in the Tables group.
 - e. Select the Insert Table option from the drop-down menu. The Insert Table dialog box appears.
 - f. Specify the number of columns and rows in the respective text boxes.
 - g. The table will be inserted with the defined rows and columns.
- Inserting Table Using Draw Table Option
- h. You can also insert a table in your document by drawing it in the working area.
 - i. Click on the Insert tab. Select the Table option and click on the Draw Table option.
 - j. The pointer will change to a pencil. Press the left mouse button and drag the pencil in the working area.
 - k. Draw rows and columns by dragging the mouse within the border of the table.
3. In order to change the width of the column, move the cursor to the border line between the two columns, and when the cursor changes to + sign, hold the left mouse button and drag it until the desired column width is achieved. You can also adjust the row height using the same method.

4. PowerPoint allows you to add borders to a table. Borders help to improve the appearance of a table.
 - a. Select the cells, rows or columns on which you want to apply the border.
 - b. Click on the drop-down arrow next to the Borders button in the Table Styles group of the Design tab.
 - c. Select the All Borders option from the drop-down menu. A border will be applied on the selected cells, rows or columns.
- To Change Border Colour:
 - a. The Pen Color tool is used to change the border colour of the cells, rows or columns.
 - b. Select the table. Click on the Pen Color button in the Draw Borders group of the Design tab.
 - c. A colour palette appears. Choose the required colour. The mouse pointer changes to a pencil shape.
 - d. Click on the border whose colour you wish to change, or simply drag the mouse on the cell border and release the button. The border colour will be changed.
5. You can make your tables colourful by applying background colours to them.
 - a. Select the table. Click on the Design tab.
 - b. Select the rows or columns that you want to colour.
 - c. Click on the Shading option of the Table Styles group, and select any colour of your choice.

Chapter – 19: USING IMAGES IN A PRESENTATION

Answer the following questions

1. The three most common types of image files are: GIF, JPEG or JPG, and PNG.
2. The Picture option is found in Images group under Insert tab.
3. A group of shapes can be formatted in a way similar to a single shape. They can be moved, rotated, and deleted together.
4. To delete an image from the slide, follow these steps:
 - Select the image that you want to delete.
 - The border appears around the image placeholder.
 - Press the Delete key. The selected image will be deleted.

Chapter – 20: WORKING WITH SLIDE MASTER

Answer the following questions:

1. Slide Master is an element of the template that stores information, including font styles, placeholder sizes, position of text and objects, bullet styles, background design, and colour schemes. Slide Master sets the default layout and formatting for all the other slides. It actually controls an entire presentation.
2. To change the colour of the background of a slide, do the following:

- a. Open any slide of a presentation. Click on the Design tab and go to the Themes group. As you hover the mouse over any theme, the effect is reflected on the slide.
 - b. Right-click on the theme of your choice. From the shortcut menu, select the Set as Default Theme option. The theme will be applied to all the slides.
 - c. Click on the Colors button and select the desired colour scheme from the drop-down list.
 - d. Select Apply to Selected Slides option.
3. Click on the Background Styles button present in the Background group of the Design tab.
 4. Transition means to change over. In PowerPoint, Transition effects are special effects that are used to enhance the interest of the audience and make the slides attractive. To give a presentation the professional touch, you need to add Transition effects to the slides.

BRAIN DEVELOPER

SECTION 4: APPLICATION BASED QUESTIONS-(UNSOLVED)

1. Open the presentation and do the following:
 - Go to the second last page.
 - Click on Insert > Shape > Star > Horizontal Scroll. Drag and create a suitable size banner on the slide.
 - Double-click on the banner and type text “KIPS...The Best School Computer Books”.
 - Click on the banner and choose Area Fill from the Properties sidebar.
 - Choose Gradient from the Fill drop-down list.
 - Select light-green colour.
2. Create a new presentation and do the following:
 - Use title slide layout. Type the title summer camp as shown in the figure.
 - Choose Insert > Shape > Basic to choose and draw a big rectangle shape.
 - Select the shape and fill its area in yellow shade from properties sidebar.
 - Choose Insert > Shape > Star and select an appropriate star shape.
 - Draw two star shapes to write ‘FUN In HOLIDAYS’ and ‘COURSES AVAILABLE’ in them.
 - Click on one shape and fill green colour from the properties sidebar.
 - Similarly click on the other shape and fill orange colour from the properties sidebar.
 - Insert images of balloons, musical instruments and horse riding by clicking on Insert > Image.
 - Click on Insert > Shape > Basic and choose rounded rectangle. Drag and draw a rectangle shape.
 - Double-click the shape to write batch starting details.
 - Select the shape and fill pink colour from properties sidebar.
 - Insert text box at the bottom of the slide to write about various activities offered.

- Select the text and provide appropriate font style, size and colour.

SECTION 5: SHORT ANSWER TYPE QUESTIONS-(UNSOLVED)

1. Colors
2. Insert
3. Transition effects are special effects that are used to enhance the interest of the audience and make the slides attractive.
4. Content.

SECTION 4: LONG ANSWER TYPE QUESTIONS -(UNSOLVED)

1. A table can be inserted in a slide through the following two ways:

- a. Insert menu
- b. Title and Content slide layout

To insert a table using Insert menu, follow these steps:

- Choose Insert > Table.
 - The Insert Table dialog box appears.
 - Define the number of columns and rows.
 - Click on OK.
 - A table will be displayed according to the defined columns and rows.
2. To increase or decrease the size of a shape:
 - Select the shape.
 - Bring the pointer to any of the eight resizing handles on the selected shape, and drag the handle inward to decrease and outward to increase the size of a shape.
 - If you want to resize the shape uniformly, then hold down the Ctrl/Shift key while dragging the resizing handle
 3. To Ungroup the grouped shapes, do the following:
 - Select the grouped shape by clicking on it.
 - Right-click on the selected shape.
 - Select the Ungroup option.
 4. To add effects to a graphical object, do the following:
 - Select any shape object.
 - Click on the Format menu. Select the Area option from the drop-down menu.
 - The Area dialog box appears. Select the Shadow tab.
 - Click on the Use shadow checkbox in the Properties section.
 - Define the Distance between the object and its shadow, Color, and Transparency in their corresponding text boxes. Click on OK.
 - The object will appear with a shadow
 - Select the audio icon on the slide by clicking on it.
 - Choose the Properties sidebar.
 - Click on Play in the Media Playback section.