

Exercises

Q1. Tick the correct answer.

1. Which of the following is not a type of background for a slide?

Ans. (b) Liquid

2. This is a special effect used to introduce a slide in a presentation.

Ans. (b) Transition effect

3. This is the tab you click to apply a background to a slide.

Ans. (d) Design

4. A ready-made combination of backgrounds and font settings which gives a consistent look to presentation is called

Ans. (c) Theme

5. Click on this tab to apply the transition effect.

Ans. (a) Transition

6. Which of the following is not a transition speed?

Ans. (d) Superfast

7. To advance a slide manually, enable this option.

Ans. (b) On mouse click

8. Select this option (after you click on the animations tab) to modify the animation properties applied to a slide object.

Ans. (d) Custom animation

9. Select this option (under the animation tab) to remove the applied animation effect on a slide object.

Ans. (a) No animation

10. Which shortcut key do you use to start a Slide show?

Ans. (d) F5

Q2. Fill in the blanks

1. A **Theme** is a pre-defined slide design with pre-set background colours, font types, sizes and bullet styles.

2. The slide **Transition** effect introduces a slide with some special effect.
3. You can apply **animation** to an individual slide objects like pictures or text.
4. To start the slide Show, select the **Slide Show** tab and click on the **View** option.

Q3. True or False

1. You cannot set a background for a single slide. **False**
2. You can apply a theme to give a consistent look to your presentation. **True**
3. A transition effect introduces a slide with the chosen special effect. **True**
4. You cannot vary the speed of slide transition. **False**
5. You can advance a slide either by a mouse click or automatically after a pause. **True**
6. Animation of text on a slide is not possible. **False**

Q4. Answer in one word/sentence.

1. Write the sequence of steps involved in changing the background of a slide.

Ans. Step 1. Click design tab.

Step 2. Click Background Slide button.

Step 3. Select format background option and click one of your choice.

2. Why are themes used in our presentation?

Ans. Themes are used to give a consistent look to a presentation.

3. How can you apply a Transition effect to a single slide?

Ans. Select a slide, Click Transition tab, Click on a Transition effect of your choice.

4. What is meant by 'Automatically After' in the Advance Slide category?

Ans. 'Automatically After' means slides would move automatically after setting the time.

5. Which shortcut key is used for the Slide Show view?

Ans. F5 key is used for the Slide Show view.

Q5. Give short answers.

1. What are Themes?

Ans. Themes are design settings with predefined colors and font properties.

2. What is a Slide Transition? Explain its use.

Ans. The special effect with which a slide is introduced in a presentation is called the Transition effect.

Transition effect makes the presentation more interesting.

3. Which method can be used to advance the slides in a presentation?

Ans. There are two methods to advance the slide in a presentation.

1. On mouse click.

2. Automatically After.

4. What is the use of applying animation effects to the objects on slides?

Ans. The objects move and fly when animation effects are applied.

