

Exercises

Q.1) Tick (✓) the correct answer.

1. Which of the following software is used for making a presentation?
(d) PowerPoint
2. In a presentation , the working space is the
(c) Slide area
3. The contents in a slide are added in
(b) Place holder
4. On a slide , various types of icons used to add content are found in the
(c) Content place holder
5. The tab and button used to add content are found in the
(b) Home, New slide
6. In which of the following views are all slides displayed in the full view?
(a) Slide show
7. Click on this tab and button to view the slideshow
(d) None of these

Q.2) Fill in the blanks.

1. MS Power Point is a presentation making software.
2. To insert a new slide, click on the New slide button under the Home tab.
3. Slide area is the big working space in the middle where you add slide elements such as Text, pictures, animation and sound.
4. All the text that you type onto a slide resides in a dashed box called the Placeholder.
5. To run the slide show, click on the From beginning button from the Slide show tab.

Q.3) Write (T) for true and (F) for False.

1. MS Word is a software program in which you can make effective presentations. False
2. A presentation lets you present your ideas to an audience. True
3. Using the Title and Content slide, we can add tables, pictures, charts or Clip Art on a slide. True

4. New slides can be inserted using the Insert Slide button under the Home tab. False
5. You can start the slide show by pressing the F6 key. False

Q.4) Answer in one word / sentence.

1. What is the importance of a title slide?

Ans. It gives an idea about the topic of the Presentation.

3. Which single area of the PowerPoint window gives us all the options to work in a presentation?

Ans. Ribbon

4. Which tab and option will you click to add a new slide to your presentation?

Ans Home tab and New slide option

5. Name any four slide layouts.

Ans Title slide, Title, two content, blank slides

Q.5) Give short Answers.

- 1) What is a Presentation?

Ans A presentation is the act of presenting the contents of a topic to an audience.

- 2) What does a presentation consists of?

Ans It consists of number of slides. Each slide contains text, graphics, audio and video as required.

- 3) What is a Power Point?

Ans Power Point is a software program in which we can build our Presentation.

- 4) What are various kinds of contents can be there on a slide?

Ans Tables, pictures, text, charts, as well as online pictures.

- 5) What is a Placeholder?

Ans The area within a dashed border in which you insert the elements is called a Placeholder.