

## Chapter – 8

### Introduction to Microsoft PowerPoint

#### Assessment Zone

A. Choose the correct answer.

1. Which of the following is a feature of a presentation software?
  - a) Presentation software allows you to create letters and documents.
  - ✓ b) Presentation software allow you to display text supported by images, animations, audios and videos to a large number of audience.
  - c) Presentation software allows you to draw and paint pictures.
  - d) Presentation software allows you to create collage of pictures.

2. Which of the following refers to the general arrangement of various components on the slide?

- a) Slide layout      b) Slideshow      c) Slide      d) Placeholders

answer = a) Slide layout

3. \_\_\_\_\_ is the sequential display of slides in the full screen mode.

- a) Slide layout      b) Slideshow      c) Slide      d) Placeholders

answer = b) Slideshow

4. Which tab contains the option to add themes to the slide to make it look more attractive?

- a) Design      b) Insert      c) Home      d) None of these

answer = a) Design

B. Tick the correct statement and cross out the wrong one.

- ✓ 1. The option to run the Slideshow can be accessed from the Quick Access Toolbar.
- ✓ 2. You can insert a new slide by clicking on the Home tab and then choosing the New Slide option in the Slides group.
- ✗ 3. You cannot insert an audio or a movie clip in a slide.
- ✗ 4. The Insert tab contains options to create, open or save presentation.

C. Fill in the blanks using the words given below.

***Impress***      ***Slide***      ***Insert***      ***Placeholders***  
***Keynote***

1. The dotted rectangular boxes that let you enter text, pictures or charts on a slide are known as \_\_\_\_\_.  
Ans = Placeholders
2. An individual page in a presentation is called a \_\_\_\_\_.  
Ans = Slide
3. The two examples of presentation software are \_\_\_\_\_ and \_\_\_\_\_.  
Ans = Impress and Keynote
4. The option to add picture to the slide can be accessed from the \_\_\_\_\_ menu.  
Ans = Insert

D. Answer the following questions.

1. Give uses of Microsoft PowerPoint at the following places:

a) Home

answer = The use of Microsoft PowerPoint at home are that Housewives can easily invest their time in learning PowerPoint presentation.

They can create Slideshows in which they can generate numbers, calculations, alphabets, or all kinds of lessons they want to teach their kids in Slideshows. Moreover, they can create a photo album and presentation in which they can showcase their precious moments.

b) Offices

answer = Business is all about creating a plan, marketing strategies, execution and making method to follow and integrate. PowerPoint helps people in business to create a plan, structure related to the business or organization. In the case of the training team, you create and showcase the methods with the help of diagrams, images and circles. PowerPoint also provides the facility of exceptional animation effects.

### c) Schools

answer = Teachers can use PowerPoint to teach subject, lessons and chapters of any book. They can create or delegate to produce a complete presentation of a book. It gives the opportunity to the teacher to cover a topic in different slides. And in each slide, they can manage, highlight, mention and to teach important points that are essential to cover on that topic. On the contrary, students can create their own presentations for self-learning or can create for teachers to show them. Students can create it for various school programs and speeches.

2. Define a "Slide". Which tab and option you will use to add a new slide?

Answer = A presentation created using PowerPoint consists of individual pages called **Slides**. A Slide can contain text, images, audio clips and videos. You can also add sound effects and animations to a slide to catch the attention of the audience. We will use Home tab and New Slide option to add any kind of new slide.

3. Define 'Slide Show'. How can you run the Slide Show?

Answer = When multiple slides are displayed together in sequence in full screen mode, it is called a Slide Show. We can run a Slide Show by pressing F5 key on the keyboard or by pressing the Start from beginning button on the Quick Access Toolbar.

4. What do you mean by 'Slide Layout'? Name any two Slide Layouts.

Answer = The general arrangement of various components on the Slide is called 'Slide Layout'. Any two Slide Layouts are – Content with Caption and Picture with Caption.

5. How can you add pictures on the slide?

Answer = We can add pictures on the slide by choosing Insert tab and Illustrations group .