

Chapter – 5

More On MS Powerpoint 2007

I- Think and tell-

1) Name any key combination which takes you to the beginning of a presentation.

Ans- Ctrl + Home is the key combination which takes you to the beginning of a presentation.

2) What is a layout?

Ans- Layout is a method of arranging things or objects on a slide.

3) What is a template?

Ans- A template is a pre – set design of a presentation.

II- Quiz-

1) Which view is used to create summary slides or main points?

Ans- Outline view is used to create summary slides or main points.

2) What are the three main views in PowerPoint?

Ans- The three main views in PowerPoint are.

- 1) Normal View
- 2) Slide Sorter View
- 3) Slide Show View

3) Name any three slide layouts in PowerPoint.

Ans- The three slide layouts in PowerPoint are-

- 1) Title slide
- 2) Blank
- 3) Title only

III- Very short answer questions –

1) What is a slide?

Ans- A slide represents a page in a presentation.

2) Name the five different ways to create a new presentation in Ms PowerPoint 2007.

Ans- The five different ways to create a new presentation are.

- 1) Blank and recent.
- 2) Installed template.
- 3) Installed themes.
- 4) My template.
- 5) New from existing.

IV - Short answer questions –

1) What is MS PowerPoint 2007? What is it used for?

Ans – MS PowerPoint 2007 is a presentation software. It is used to create presentation for slide show, meeting etc.

2) What are installed themes?

Ans- Installed themes are the set of pre - designed format of text, Colour schemes and graphics effect.

3) Write the steps to change the layout of slide.

Ans- Steps to change the layout of slide.

1) Click the slide whose layout is to be changed.

2) Click Home tab.

3) Click Layout from the slides group.

4) Choose the Layout of your choice.

V- Long answer question –

1) List two differences between slide Sorter view and Slide Show view.

Ans- **Slide Sorter View**

1) In Slide Sorter view we see all the slides together in miniature form.

2) We can change the order of slides.

Slide show view.

1) In Slide Show view we see only one slide at a time on full screen.

2) We can't change the order of the slides.