

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.