**Class IX Computer Application**

**Chapter 10 : Power point 2010**

**Type A: Multiple Choice Questions (MCQ)**

1. (iii) Presentation
2. (iv) Slides
3. (iii) Overheads
4. (ii) Normal view
5. (iv) PPTX
6. (i) F5
7. (ii) Slide Layout
8. (iv) All of these
9. (i) All of Slides
10. (iii) Both (i) and (ii)
11. (iii) Slide Sorter View
12. (i) Animations Þ Custom Animation
13. (i) Link Slides

**Type B: State Whether the Following Statements are True or False**

1. True
2. False
3. True
4. False
5. True
6. False
7. True
8. False
9. False
10. True
11. True
12. false
13. False
14. False
15. True
16. True

**Type D: Very Short Answer Type Questions**

(a) It is used to create multimedia animated presentations.

(b) There are the individual pages of presentation.

(c) Presentation1 is the default name of PowerPoint presentation file.

(d) Dotted rectangular boxes on the slide used to arrange objects on it.

(e) Normal view, Slide Sorter View and Slide Sorter view.

(f) Slide show view is used for screening the presentation slides.

(g) Predesigned presentation with suggested layout, designs and contents is known as template.

(h) Gradient, Color, Texture and Picture are the different types of fill effects used to set the slide backgrounds.

(i) Using Rehearsal Timing option we can record the slide timings for the Slide show.

(j) Blank presentation and Installed Templates are the different ways used to create presentation.

(k) Transition effects are special visual effects used to introduce the slides during presentation.

**Type E: Short Answer Type Questions**

(a) PowerPoint is one of the members of Microsoft Office suite package which is used to design computer based multimedia presentations. A presentation in PowerPoint is a collection of sequentially arranged slides which contains the information to be presented in the form of text, graphics, charts, movie clips, etc., supported by sound and animation effects. At the time of presentation these slides appear one after another on the monitor or projection screen with

all multimedia effects applied on them in the form of slide show.

(b) Slides are the individual pages of the presentation containing information in a systematic manner. Whereas Presentation is a collection of sequentially arranged slides put together in the form of a file.

(c) The various components of the PowerPoint window are:

**Title Bar:** It shows the name of presentation.

**Quick Access Toolbar:** This is a customizable toolbar present on the left side of title bar used to quickly perform some of the commonly used actions like saving a file, undo, redo, etc.

**Microsoft Office Button:** This button is present on the top left corner of PowerPoint windows which offers a list of file related functions like starting a new presentation, opening an existing presentation, saving or printing the presentation, etc.

**Ribbon:** This component is present just below the titlebar. It has seven tabs in it wherein each tab is divided into the groups. The groups are the logical collection of features designed to perform various presentation related functions.

**Slide Pane:** It shows the thumbnail view of various slides present in the presentation.

**Task Pane:** It helps to perform various slide related tasks.

**Workspace:** It is used to create or modify the individual slides of the presentation.

**Notes Pane:** This is a small rectangular area under the slide pane which is used for typing the speaker notes for the individual slides.

**Slide/Outline Tab:** These two tabs are present on the left side of slide pane which are used to perform slide related functions like inserting/deleting slides in the presentation, creating duplicate slides or to reorder the slides.

**View Buttons:** This toolbar is present on the status bar at the bottom of PowerPoint window having three buttons, used to switch between the PowerPoint views.

**Mini Toolbar:** This is a floating toolbar that is displayed, when you select text or right click on text. It contains formatting tools like Bold, Italics, Font, Font size, Color, etc.

**Solutions**

(d) The use of different views of PowerPoint interface:

**Normal View:** This is the default PowerPoint view used to create or modify the presentation slides.

**Slide Sorter View:** Mainly it is used for rearranging the presentation slides. You can also use it for inserting/deleting slides within the presentation.

**Slide Show View:** This is a full screen presentation mode that allows you to show the presentation slides to the audience on full monitor/projector screen with all multimedia animation effects applied on these.

(e) For using design templates to make your new presentation:

-> Start **Microsoft PowerPoint 2007**.

-> Click the **Microsoft Office** ( ) button and then click **New** option in it.

-> In the left pane of **New Presentation** window select **Installed Themes** option. Templates loaded on your computer appear under the Installed themes section.

-> Scroll through the list to select the template to be used for the presentation.

-> Click **Create** button on the dialog box or just double click the selected theme.

-> A new presentation with title slide opens on your screen in **Normal** view.

-> Now just like using **Blank presentation** mode you can add contents on the slide. The slides which you will add to the presentation will automatically appear in the selected design.

(f) To Change the Slide Background:

->Select the slide(s) whose background has to be changed.

-> From the **Design** tab in the **Background** group click the **Background Styles**  drop button to expand the box.

->You can choose the predesigned background from the expanded box by simply clicking the required style.

->To get more background options, click **Format Background** option in the expanded box.

->Click on Fill dropdown to choose the desired fill colour or fill effect category.

->The options available under that category will appear in the list.

-> Choose a background from the list whose preview can be seen in dialog box and click OK button.

(g) Slide master is mainly used to set the common settings of each slide layout like character formatting, backgrounds, header and footer, etc. It can also be used to insert some objects like an image, WordArt or Action buttons, etc. which appear automatically on each slide when a new blank slide is inserted in the presentation.

(h) The different types of objects that can be inserted in the presentation slide like pictures, charts, motion clips, figures, diagram, text, header and footer, etc.

(i) The different categories of animation effects that can be applied on the slide objects are:

-> Custom Animation option allows to animate individual objects of the slide.

->Slide transition is a special visual effect used to introduce the slide during the slide show.

(j) Slide show can be started using various methods like.

-> Click Slide Show ( ) option in the Presentation Views on the View tab.

or

Click Slide Show ( ) button in the Views toolbar on the Status bar.

**Solutions**

-> Press F5 key on the keyboard.

**Type E: Long Answer Type Questions**

(a) Slide master is mainly used to set the common settings of each slide layout like character formatting, backgrounds, header and footer, etc. It can also be used to insert some objects like an image, WordArt or Action buttons, etc. which appear automatically on each slide when a new blank slide is inserted in the presentation. To perform all these settings , we need to switch from normal to slide master view using View Þ Presentation view Þ Slide Master option as the master view shows all the components of selected layout which can be modified as needed.

(b) Slide transition is a special visual effect which helps to animate the slides when these are introduce during the slide show.

**To Apply the Slide Transition:**

-> Select the slide to which you want to apply the transition effect.

-> Select an effect from the **Transition to This Slide** group under the Animation tab as the live preview of the selected effect will appear on the slide. To see more transition effects, click the **More** ( ) button.

-> If you want to apply the same transition effect on all the slides of your presentation, click **Apply to All** button in the **Transition to This Slide** group.

-> To apply a sound effect along with the transition, select a sound from the **Transition Sound** ( ) drop list box.

(c) Action buttons are the links or actions added on the slide objects to do a specific function like navigating from one slide to another in the presentation, playing a sound, exiting the presentation.

**To add action button on a slide:**

-> Open the **Insert** tab on the ribbon and click the **Shapes** ( ) drop button on the **Illustrations** group.

-> From the expanded box, under the **Action Buttons** category, select the action button shape that you want to create.

->Now draw the button on the slide by dragging it at the desired place.

-> **Action Setting** dialog box will appear as shown in figure along with the default button setting selected in **Hyperlink** to: box. If you want to set some other action, you can choose from the drop box.

-> You can also select a sound to be played when using the button.

->Click the **OK** button.

**Solutions**

(d) Shapes are the predesigned complex shape that can be easily created on the slides using specific tool button.

**To insert a AutoShape:**

-> Click on **Shapes** ( ) option in the Illustrations group on the Insert tab.

or

-> On the **Home** tab in the **Drawing** group click **Shapes**.

-> The expanded box shows the various shape categories like lines, basic shapes, arrows, stars, banners, etc.

-> Click the shape which you want to draw on your slide. Your pointer will turn to a crosshair ( ) shape.

-> Now click on the slide where you want to draw the shape and then drag to create the figure.

(e) (i) Insert ->Picture.

(ii) View -> Slide Master.

(iii) Insert -> Media Clips -> Movie Sound.

(iv) Insert -> Illustrations -> Shapes ->Actions Buttons

(v) Insert -> Header and footer.

**Type F: Application Oriented Questions**

(a) Mr. Ram Kapoor can use either Design Þ Themes design option to apply a readymade slide pattern or he can use Slide Master option to create a customized slide pattern that will appear automatically on each slide.

(b) He can use Insert -> Media Clips -> Movie Sound option to insert the recorded sound on the selected slide.

(c) She is using design templates to create presentation slide formatted in a specific manner.

(d) Custom animation option is used to animate individual slide objects like text boxes, images, etc.

(e) Slide Sorter view can be used to view all the presentation slides simultaneously.

**Type C : Fill in the Blanks**

* 1. Presentation
  2. multimedia
  3. Blank presentation, Installed template
  4. Placeholder
  5. Presentation1
  6. Ctrl + S
  7. Template
  8. Slide Master
  9. Animations
  10. Layout, Home
  11. Rehearsal timings, Slide Show
  12. F5