

Lesson 5

More on MS-POWERPOINT 2010

Q = Tick (✓) the correct answers

1. Which is not a Theme element?  
a = Theme Colour      c = Theme Font  
b = Theme Angle (✓)      d = Shape styles

2. Which tab is used to create presentation using template?  
a = Home tab      c = File tab (✓)  
b = Insert tab      d = Design tab

3. Slide master allows to modify  
a = Document      c = Slide layout (✓)  
b = Animation      d = Transition

4. Which animation effects helps to spin an object while clicking?  
a = Entrance      c = Emphasis (✓)  
b = Exit      d = Motion path

5. Which tab is used to add audio & video in your slide?  
a = Insert tab (✓)      c = Design tab  
b = Home tab      d = File tab

Q = Fill in the blanks  
1. Multimedia contents like audio and video to create the powerpoint presentation.

2 = Themes and Templates are built-in design of a presentation.

3 = Animation effects can be added to text and objects.

4 = You can control the speed and add Sound to transition.

5 = You can listen recording using play button.

Q// Answer the following :-

1 = What is a Theme?

ans = A Theme is a predefined combination of colors, fonts, and effects that can be added / applied to your presentation. Theme gives a harmonious presentation appearance to our presentation with minimal effort, without spending a lot of time.

2 = How is a slide master useful in creating a presentation?

ans = Slide Master is a special feature in Powerpoint that allows user to modify presentation. The changes made to a slide master are applied to all the slides. When user have to present lots



of slides, slide master saves time. It is top slide in hierarchy of slides that stores information about the theme and slide layouts of presentation.

3. What is an Animation?

ans: Any special effect that is added to text & objects on a slide is known as Animation. These special effects make a presentation more dynamic & make information more memorable. The most common types of animation effects includes —

- 1 = Entrance
- 2 = Exit
- 3 = Emphasis
- 4 = Motion Paths.

4. Write steps to apply an Animation effects to a presentation?

ans: To apply animation effects to presentation, follow these steps: —

- Select an object you wish to animate.
- Click on the Animations tab.
- Click on more drop-down arrow to view available animation from animation group.
- Select any effect on the slide.



5= What are transitions? why are they used?

ans- Transition are the motion effects that is added to slide show view which adds movement to slides as you move from one slide to another. It makes a presentation attractive and interesting. Each transition type is used to control the speed and sound. There are three categories of unique transitions

- Subtle (Slight Transition)
- Exciting (Strong Transition)
- Dynamic Content

6= Write the ways in which you can insert video in your presentation?

ans= To insert audio from file, follow these steps

- Click on the insert tab.
- Click ~~Audio~~<sup>Video</sup> command from Media Group, Select Video from file
- The insert video dialog box will open.
- Browse & locate your video files and click on insert button.
- An icon of video file appears on slide.
- The video file video controls will appear below the movie clip
- Click on the play button to play the video.



Q2 write steps to insert clipart audio?

ans: To insert clipart Audio follow these steps —

- Click on the insert tab.
- Click Audio Command from the Media Group and select clip Art Audio option.
- The clip Art pane will appear on the right.
- There is a search option where we can enter the keyword of our desired sound.
- Select the desired sound.
- The speaker icon appears on the slide.
- Click on speaker icon.
- Click on play button to play audio.

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