

CLASS VI

CHAPTER 5: MORE ON POWERPOINT 2010

QUICK RECAP

- You can insert a clip art audio or an audio/video file already saved on your computer in a Slide. PowerPoint also lets you record an audio and insert it to the slide.
- Animations are the special effects that you can add to text and objects on a slide. They are used to attract the attention of the audience towards the important points in the presentation and make the presentation lively.
- Transitions are the special effects that control how and when the slides should appear during the slide show. These effects appear during the changeover (transition) from one slide to another while the slide show is running.
- You can apply the same transition to all slides in the presentation or select different transitions for different slides.
- Rehearse timings is an important and useful feature of PowerPoint that lets you record and time your presentation so that you can practice your timing before you deliver your presentation in front of an audience.

Instructions:-

1. Do the objective questions in book. Only answers of the objective questions are given below.
2. Write question and answers in the classwork copy.

1. Circle the correct option.

a. (iii) b. (i) c. (iii) d. (i) e. (iii)

2. Who am I?

a. Insert b. Transition c. Motion Paths d. Preview e. Recording

3. Fill in the blanks.

a. Animations b. Duration c. Media d. Animations e. Video from File

4. Put a tick (✓) for the correct statements and a cross (✗) for the wrong ones.

a. ✓ b. ✗ c. ✓ d. ✓ e. ✗

5. Answer the questions.

a. Write the steps to insert an audio file stored on your computer to a slide.

a. To insert an audio file already stored on the computer to a slide, follow these steps.

1. Select the slide in which the audio file is to be inserted.
2. Click the Insert tab.
3. Click the Audio button in the Media group and then click the Audio from File option in the drop-down list that appears. The Insert Audio dialog box appears.
4. Locate the folder containing the desired audio clip from the left pane of the dialog box.
5. Select the audio clip and click Insert. The audio file is inserted in the slide.

b. What is the difference between animation and transition?

b. Animations are the special effects that can be added to text and objects on a slide.

They are used to attract the attention of the audience towards the important points in the presentation and make the presentation lively. On the other hand, transitions are the special effects that control how and when the slides should appear during the slide show. These effects appear during the changeover (transition) from one slide to another while the slide show is running.

c. List different categories of animation effects.

c. The animation effects are classified into the following four categories.

* **Entrance:** The effects under this category specify how the selected text or object enters the slide.

* **Emphasis:** The effects under this category highlight the selected text or object when it is present on the slide in order to draw attention of the audience.

* **Exit:** The effects under this category specify how the selected text or object leaves the slide.

* **Motion Paths:** The effects under this category make the selected text or object move in a specified pattern on the slide.

d. Mention the steps to apply an animation effect to a text or an object in a slide.

d. To apply an animation effect to a text or an object in a slide, follow these steps.

1. Select the text or object that is to be animated and then click the Animations tab.
2. Click the More button in the Animation group. A gallery of animation effects appears.
3. Select the desired animation effect from the gallery.

e. What is the use of rehearse timings feature?

e. Rehearse Timings is an important and useful feature of PowerPoint that lets us record and time the presentation so that we can practice our timing before delivering the presentation in front of an audience. Using this feature, we can determine how much time would be needed to present a slide and what would be the total time required for the whole presentation.

f. Can you remove the animation effects applied to an object on a slide? If yes, how?

f. Yes, we can remove the animation effect(s) applied to an object anytime.

1. To remove an animation effect, select that effect by clicking on the corresponding number beside the text or object and press the Delete key on the keyboard.
2. To remove all the animation effects at once, select the text or object and then click none at the top of the gallery of animation effects.