

STD-V

CHAPTER 6: MORE ON POWERPOINT

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. Match the icon with what it is used for.

- a. (ii) b. (iii) c. (iv) d. (i)

2. Identify the slide layout and write its name.

- a. Picture with Caption b. Two Content c. Title and Content
d. Comparison e. Content with Caption f. Title Only

3. Circle the correct option.

- a. (ii) b. (i) c. (ii) d. (ii) e. (i)

4. Fill in the blanks with the correct option.

- a. View b. Layout c. Notes Page
d. Slide Show e. Design

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

- a. ✓ b. ✗ c. ✓ d. ✗ e. ✓

6. Answer the questions.

Que1. Name of different views available in PowerPoint 2010.

Ans. Normal view, Slide Sorter view, Notes Page view, Reading View and Slide Show view

Que2. Define slide layout.

Ans. Slide layout refers to the arrangement of all the items that make up a slide in a presentation. It contains placeholders for objects such as text, pictures, shapes, audio, video, etc. It also contains the formatting elements such as background, fonts, colours and effects, for those objects.

Que3. Mention the different ways in which you can change the background style of a slide.

Ans. We can simply change the background colour, or apply a shade, texture or pattern to the background of the slide to give it different effects. We can also use a picture as the background.

Que4. How can you create a duplicate of a slide in a presentation?

Ans. To create a duplicate of a slide in a presentation, select that slide, click the down arrow in the New Slide button in the Slides group on the Home tab and Select Duplicate Selected Slides option from the list.

Que5. Write the steps needed to delete a slide from a presentation.

Ans. To delete a slide from a presentation, follow these steps.

1. Select the slide to be deleted in either Normal or Slide Sorter view.
2. Press the Delete key on the keyboard.

Que6. What is SmartArt? Name two tabs which appear on the Ribbon when you select a SmartArt graphic.

Ans. SmartArt is a set of graphics that helps to present the information graphically. We can create different kinds of lists, process diagrams, cycles, pyramids, etc. When a SmartArt graphic is selected, the Design and Format tabs appear on the Ribbon.

Que7. Write the shortcut keys to do the following.

Ans. (i) Duplicate a slide- Ctrl+D

(ii) Add a new slide- Ctrl+M

(iii) Switch to Slide Show view- F5 Key

7. Application-based questions. Do this in book.

a. (i) Normal view

(ii) Slide Sorter view

(iii) Slide Show view

b. (i) Home tab, Slides group and the Layout option

(ii) Background Styles option under the Design tab

(iii) To insert a SmartArt graphic, Tanmay should use SmartArt option present in the Illustrations group on the Insert tab.