

# **STD-IV**

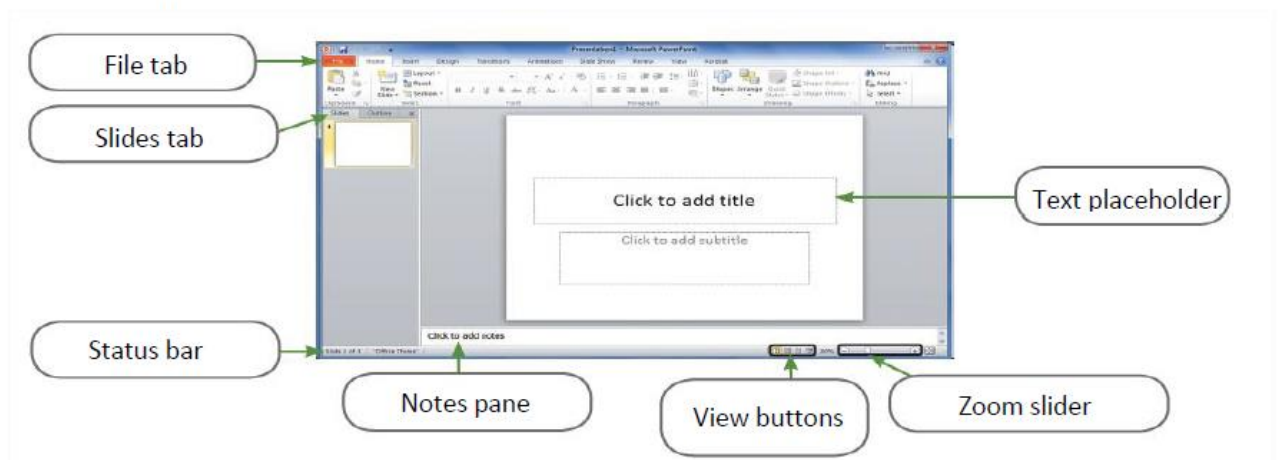
## **CHAPTER 7:**

### **INTRODUCTION TO MICROSOFT 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. Label the parts of PowerPoint window.**



**2. Fill in the blanks with the correct option.**

a. slides b. Themes c. Text Shadow d. Bullets e. Text placeholders

**3. Circle the correct option.**

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

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

a. ✓ b. ✓ c. ✗ d. ✗ e. ✓

**5. Write the shortcut key for the following.**

a. Ctrl + N b. Ctrl + M c. Ctrl + O d. Ctrl + W e. Esc

## 6. Answer the questions.

Que1. What is the use of Microsoft PowerPoint?

Ans. Microsoft PowerPoint is a popular and an easy-to-use presentation software that is widely used in different fields to create attractive and effective presentations, quickly and easily.

Que2. What do you understand by a presentation and a slide?

Ans. Text, pictures and other visual elements when used together to convey information, result into a presentation. Every PowerPoint presentation is made up of several slides. A slide can be thought of as an individual page of a presentation to which we can add text, images, sound and various other elements.

Que3. Write the steps to create a new blank presentation.

Ans. To create a new blank presentation, follow these steps.

1. Click the File tab. The Backstage view appears.
  2. Click the New option from the left pane.
  3. Click Blank presentation under the Available Templates and Themes section in the right pane.
  4. Click Create button under the Blank presentation section in the rightmost pane.
- A blank presentation appears containing only a Title Slide.

Que4. How do you delete a slide from a presentation?

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

1. In the Slides tab, select the slide to be deleted by clicking on its thumbnail.
2. Press the Delete key on the keyboard.

Que5. Write any two ways to start the slide show.

Ans. The two ways of starting a slide show are as follows.

- Click the Slide Show button on the status bar.
- Press the F5 key.

Que6. What are the two ways of adding text on a slide?

Ans. Text is the most important component of any slide. There are mainly two ways of adding text on a slide: using text placeholders and using text boxes.