

CH : 7 Impress – Introduction

Textual Exercises

Q. 1 Tick the correct answer.

1. A presentation program which is a part of LibreOffice suite is _____.
a. Calc b. Writer c. **Impress**
2. A Impress presentation is also called _____.
a. Theme b. **Slide Show** c. Slide View
3. _____ can adjust the width of the slides pane or side pane by dragging.
a. Status bar b. **Splitter bar** c. Tool bar
4. _____ is a place where you create presentation.
a. Placeholder b. Pane c. **Workspace**
5. _____ is a distinctive message or brief description of the slide data.
a. **Subtitle** b. Title c. Border

Q. 2 Write True or False:

1. A group of pages or slides on any one topic is called a presentation. [T]
2. Impress presentation is known as a document. [F]
3. There are thousands of Impress templates available online. [T]
4. Impress also includes a spell checker, thesaurus, text styles, and background styles. [T]
5. Title bar is the topmost area of the window that shows the name of the displayed styles. [T]
6. Slide Transition and animation icon is not located on Sidebar. [F]

Q. 3 Fill in the blanks:

1. **Tool bar** contain buttons used to select common commands, such as save and Print
2. **Slide pane** contains thumbnail pictures of the slides in a presentation.
3. **Text Placeholder** allows to type titles, body text, and bulleted lists in slides.
4. The default slide layout of Impress is **Landscape** orientation.
5. **Navigator** panel is used to show all slides in particular saved presentation.

Q. 4 Differentiate between the following:

1. Slide : One page of your presentation is called slide.

Presentation : A group of pages on any one topic is called Presentation.

2.Styles Deck : From the styles deck, you can edit and apply graphics styles and create new ones.

Gallery Deck : From the gallery deck, you can add images and diagrams included in the Gallery themes into your presentation.

Extra Notes

Answer in one Word:

1. What is called one page of your presentation?

Ans : Slide

2. In Impress, What is called Group of pages on any one topic?

Ans : Presentation

3. Which bar contain buttons you can use to select common commands, such as Save and Print ?

Ans : Toolbars

4. Which place in Impress, Where you create presentation?

Ans : Workspace

5. Which bar consists of a message area which displays the current slide number and the total number of slides in the slide show?

Ans : Status Bar

6. Which option provides a quick way to create a new Impress Presentation ?

Ans : Templates

7. In Impress, What is assumed the first slide?

Ans : Title Slide

8. When you start Impress, What is the default slide layout ?

Ans : Landscape Orientation

9. How many decks are consists in sidebar?

Ans : Seven Decks

10. From Which panel , you can define the slide style for your presentation ?

Ans : Master Slides

11. From Which section, you can use a variety of animations to enhance different elements of each slide?

Ans : Animation Icon

12. From Where , you can add images and diagrams into your presentation?

Ans : Gallery Deck

13. What is a descriptive heading, which identifies a slide?

Ans : Title

14. What is called frame for the slide?

Ans : Border

15. Which panel shows the information about the current selected slide and the layouts included within Impress?

Ans : Properties Icon