

Ch : 8 Creating Slides

Textual Exercise

Q. A Tick the Correct Answer:

- The selected text appears _____ on the screen.
 - underlined
 - Highlighted**
 - Bold
- Most slide layouts contain _____placeholder.
 - Object
 - Graphics
 - Content**
- The Visual effect that appears while moving from one slide to another is _____.
 - Animation
 - Transition**
 - Slide Show
- _____ is used to organize data in rows and columns.
 - Table**
 - Chart
 - Image
- _____ prints the slides in reduced size on the page, from one to nine slide per pages.
 - Handouts**
 - Notes
 - Slide Show

Q. B True or False:

- To select a word, double-click on the word. [T]
- Layout of the slide cannot be changed. [F]
- Pictures can be inserted into a slide to make the presentation more interesting. [T]
- You can only insert image using the content placeholder. [F]
- Multiple animations can be applied to one slide. [T]
- Transition effect cannot be removed from a slide. [F]

Q. C Fill in the blanks:

- Impress assumes that every new slide has a **Title** slide.
- The default extension of Impress file is **.odp**.
- charts** are used to convey statistical information quickly in presentation.
- A **Slide show** displays one slide at a time, using the entire screen.

Q. D Differentiate between the following :

1. Outline View : Only shows the text of all the slides of the presentation in their numbered sequence.

Notes View : In Notes View, You can add notes or remarks to a slide. These notes are not visible when the presentation is on.

2. Slide Transition : A transition is a visual effect that appears when you move from one slide to another.

Animation Effect : Animation effect gives the presentation a professional look by adding visual and sound effects to each element of the slide.

Extra Notes

Answer in one word:

1. Which icon is used to include pre-defined layout, background, text, and color?

Ans : Master Slides

2. Which Option is used to add a new blank slide in the Presentation?

Ans : New Slide

3. Which key is used to select only a single word in the Presentation?

Ans: Double-Click from Mouse

4. Which key is used to select the whole sentence in the Presentation?

Ans: Three Times click from Mouse

5. Which icon from the sidebar is used to change font size, font name, font color etc.?

Ans: Properties Icon

6. How many types of Alignment of text are in the Presentation?

Ans: Four

7. Which button from the sidebar is used to insert Objects in the Presentation?

Ans: Gallery Button

8. What is called determines the placement of all the items such as title, graphics or text boxes that make up your slide?

Ans : Slide Layout

9. Write down the shortcut key of Print a Document?

Ans : Ctrl + P

10. Which is the shortcut of Slide Show of Presentation ?

Ans: F5 Key (Function Key)

11. Which is the shortcut of to end the slide show any time?

Ans : Esc Key

12. What is called the illusion of movement by showing a series of still pictures in rapid succession?

Ans : Animation

13. By default , Which View display in your presentation?

Ans : Normal View

13. What is mean a story with a brief viewing and can convey statistical information quickly?

Ans: Charts

14. What is the Full Form of JPEG?

Ans: Joint Photographic Experts Group

15. What is the Full Form of PNG?

Ans: Portable Network Graphics