

Class 8
Chapter 5
Advanced PowerPoint

Fill in the Blanks

1. Gradient Option is present in _____ dialog box.
a. Format Shape b. **Format Background** c. Paragraph d. Font
2. Video can be inserted in _____ ways.
a. 1 b. 2 c. **3** d. 4
3. Through Clip Art Video, Video from website and _____ are the three ways in which video can be inserted.
a. **Video from file** b. Through Image c. Through Animation d. All of these
4. Word Document, Bitmap, Worksheet is inserted through _____.
a. **Insert Tab** b. View Tab c. Home Tab d. None of these
5. Background Style button is available on _____ ribbon.
a. Animation b. **Design** c. Home d. Insert

True / False

1. Themes are predefined background design, text style, and colours. **True**
2. Different types of objects can be inserted in slides **False**
3. Color Scheme cannot be applied on Slides **False**
4. Clip Organizer can be used to store animated clips. **True**

Short Answer type Questions :

Q1. Name the different ways in which appearance of slide can be changed.

Ans. Changing the design theme.

Changing colour scheme.

Changing background style.

Q2. What is the use of Color Scheme?

Ans: Color Scheme is used to change the appearance of a slide. We can change the color of text, lines, title etc. using this option. We can also change the foreground and background colour of the slide using it.

Q3. Write about the Clip Organizer.

Ans: Clip Organizer is one of the most important features used in the PowerPoint. It is also called Clip Art Video. This option is used to organize various types of clips in PowerPoint. Various types of animated clips, videos, images and other Medias are stored in it. These clips can be used to make PowerPoint presentations. Clip Art Video option is available in the Insert tab of PowerPoint.

Q1. Name the different objects that can be inserted in powerpoint.

Ans. worksheet

Bitmap image

ExcelChart

Clipart

Long Answer type Questions:

Q1. How we can insert video into our presentation? Explain the steps.

- Ans.**
1. Click insert – movie – movie from file.
 2. Locate the file from our computer.
 3. Click OK button.

Q2. Write steps to change background style?

- Ans.**
1. Click the background styles on the design tab.
 2. Select any of the background style.

Q3. Give steps to add picture in the background of the style?

- Ans.**
1. Click the background button on the design tab.
 2. Click on format background from background styles
 3. Select 'picture or texture fill' from fill option.
 4. Select picture from insert from file option.
 5. Click on apply to all slides.
 6. Click on close button.

Q4. Write steps to insert object in Power Point?

- Ans.**
1. Click where you want to insert object.
 2. Click on object option from insert tab.
 3. Insert object dialog box will appear.
 4. Select the object type: Bitmap image, Word Pad document etc.
 5. Click OK.