

**Class 8**  
**Chapter 4**  
**Introduction to PowerPoint**

**Fill in the blanks**

1. \_\_\_\_\_ is a presentation program.  
a. PowerPoint      b. Excel      c. Word      d. Paint
2. PowerPoint has \_\_\_\_\_ views.  
a. 3      b. 4      c. 5      d. 6
3. In \_\_\_\_\_ view, we cannot add the slide material.  
a. Slide Show      b. Normal      c. Slide Sorter      d. None of these
4. Presentation can be made by \_\_\_\_\_ methods.  
a. 5      b. 6      c. 7      d. 8
5. There are \_\_\_\_\_ categories of Smart Art.  
a. 5      b. 6      c. 7      d. 8

**Short Answer Type Questions**

**Q:1 What is PowerPoint?**

**Ans:** PowerPoint is an Application Software. It is used to prepare effective presentation. PowerPoint is Presenter which was developed by Dennis Austin and Thomas Rudkin.

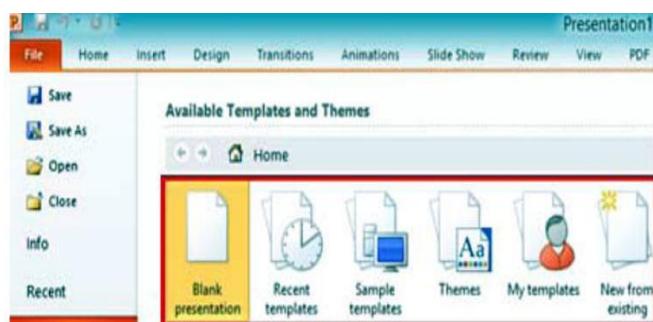
**Q:2 Write a note on Presentation.**

**Ans:** Presentation is a collection of one or more slides. Pictures, Text, Graphs, Charts, Animation, and Transitions etc. are used to make an effective presentation in PowerPoint.

**Q:3 Write the name of different methods of preparing presentation.**

**Ans:** Different methods of preparing presentation are :

- ❖ BlankPresentation
- ❖ RecentTemplates
- ❖ SampleTemplates
- ❖ Themes
- ❖ My Template
- ❖ New From Existing



**Q:4 What is Animation?**

**Ans:** Animation is the predefined Visual Effects used to make an effective presentation. We can apply animation on any object in PowerPoint. It has an ability to move an object.

**Q:5 Write a note on the Slide.**

**Ans:** A slide is a single page of presentation. To make a presentation, we can use one or more slides in PowerPoint.

**Long Questions Answer**

**Q:1 Write about different views available in PowerPoint.**

**Ans:** There are many different ways to see slides in PowerPoint, which are called Views. PowerPoint has following 5 different views:

1. **Normal View:** It is the default and main view. We can make and edit slides in this view.
2. **Slide Sorter View:** We can see the slide Thumbnails in this view. We cannot edit slides in this view.

3. **Notes View:** This view is used to write information about the slide.

4. **Reading View:** This view is used for Proof Reading.

5. **Master View:** These are the main slides which stores the information about the presentation.

## 1. Animation      2. Layout      3. Slide Transition

- 1. Animation:** Animation is the predefined Visual Effects used to make an effective presentation. We can apply animation on any object in PowerPoint. It has an ability to move an object.



The screenshot shows the Microsoft PowerPoint 2010 interface. The title bar reads 'Presentation2 - Microsoft PowerPoint'. The ribbon at the top includes 'File', 'Home', 'Insert', 'Design', 'Transitions', 'Animations', and 'Slide Show'. The 'Layout' task pane is open on the right, showing the 'Office Theme' and a list of nine slide layouts. The 'Title Slide' layout is highlighted with a yellow background. The main slide area on the left shows a single slide with a yellow background and a white rectangular placeholder.

**3.Slide Transition:** The visual effect that appears when a slide comes after the other slide during Slide-Show, is called Slide Transition. PowerPoint provides many types of visual effects for Slide Transitions. To apply slide transitions, we use Transitions tab in PowerPoint.

