

Computer science

Chapter-1

(Advanced Features in PowerPoint)

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A. Tick (✓) the correct option.

1. Which application helps the users to create animated presentations?
a. Word b. Excel **c. PowerPoint** d. Access
2. Which of these is the visual effect applied to individual items on the slide?
a. Animation b. Transition c. Slide show d. Placeholder
3. Which animation effect includes making an object fly off in the slide?
a. Entrance **b. Exit** c. Motion Path d. Emphasis
4. Which of these is used to preview all the animation applied to a slide?
a. Play **b. Preview** c. Animation d. Slide show
5. What is the shortcut key to run a slide show?
a. F1 b. F3 c. F4 **d. F5**

B. Fill in the blanks.

Hints: ► Esc ► Animations ► Three ► Slide Show ► Motion Path

1. slide show..... displays the presentation in full-screen mode.
2. Motion path..... effects make an object move up or down, left or right, or in a star or circular pattern.
3. There are three..... types of transitions in PowerPoint.
4. Press the ESC..... key if you wish to exit the slide show before it ends.
5. Animations..... are the visual effects applied to individual items on the slide.

C. Write T for true and F for false.

1. Press F6 function key to run slide show.
2. You can insert any shape to create an action button.
3. A slide show can be very useful for teaching, sharing and learning purposes.
4. To view the transitions on the Slide Show menu, click on Animation Pane.
5. Motion path includes making an object shrink or grow in size, change colour, etc.

F
T
T
F
F

D. Answer the following:

Q1. Define animation. Briefly explain the steps involved in the process.

Answer 1. Animations are the visual effects applied to individual items on the slide such as bullets, titles or graphics. Following are the steps for adding animation effects:

1. Select the text you want to animate.
2. On Animation tab, click an animation effect from the gallery.
3. Click on the drop-down arrow next to the animation effect and choose Effect Option to alter how your selected text animates.
4. Click the preview button to run the animation.

Q2. What is the use of slide sorter view?

Answer 2: Slide sorter view is useful for managing and organising slides. This view allows us to rearrange, duplicate, delete and hide slides.

Q3. Define the action Button. Write the steps to add an action button in presentation?

Answer 3: An action button is an object on a slide that performs an action when clicked or pointed to. Following are the steps to add action button:

1. Click on the Insert tab.
2. Click on shapes command on Illustrations group.
3. Choose your desired action button from the dropped down box. Select the desired options from Action Settings dialog box.
4. Click OK button when you are done.

Q4. What is slide transition? How is it different from animation?

Answer 4: Slide transitions add sophisticated 3D effects to the presentations. Its stunning visual effects make the information more memorable and attractive. Transitions are applicable on whole slide whereas animation is applied to text, picture or shape in the slide.

Q5. How do you import data from word?

Answer 5: You can import the word document as an object, which inserts a static snapshot of the document. The easiest way to insert a word document is to first create it and then add it to the presentation.