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COMPUTER APPLICATIONS
8. PRESENTATION BASICS
SECTION – A

Choose the correct answer

1. Which is used to move quickly from one slide to another?

    A) Compass   B) **Navigator**   C) Fill color   D) Page border

2. Which is the shortcut key to view the slideshow?

    A) F6   B) F9   C) F5   D) **Both (b) or (c)**

3. In Impress, which views shows thumbnail versions of all your slides arranged in horizontal rows.

    A) Notes   B) Outline   C) Handout   D) **Slide Sorter**

4. Identify the default view in Impress.

    A) **Normal**   B) Slide Sorter   C) Handout   D) Notes

5. Which menu contains the Slide Transition option?

    A) **Slide Show**   B) View   C) Tools   D) Format

6. Identify the extension of the Impress presentation.

    A) **.odp**   B) .ppt   C) .odb   d. ,ood

7. In presentation tools, the entry effect as one slide replaces another slide in a slide show. Identify the option that suits after reading the statement.

    A) Animation   B) **Slide Transition** C) Custom animation   D) Rehearse Timing

8. Vanya has made a presentation on "Global Warming". She wants to progress her slide show automatically while speaks on the topic in the class. Which features of Impress would she use?

    A) Custom Animation   B) **Rehearse Timing**

    C) Slide Transition   D) Either (a) or (b).

SECTION-B

Short Answers

1. What is the difference between a slide and a slide show?

Slide	Slide Show
A slide is an editable format that contains different element like text, tables, charts, clip-art etc.	A slide show is a combination of a number of slides that run one after the other.

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2. How many in-built slide layouts does impress consist of?

In-built the open office impress consist of 12 different layout of slides.

3. What do you understand by a presentation?

A **presentation** program is a software package used to display information in the form of a slide show. It has three major functions: an editor that allows text to be inserted and formatted, a method for inserting and manipulating graphic images, and a slide-show system to display the content.

4. Define a template in Impress.

A template is a premade design you can use to lend cohesiveness, visual organization and appeal to your presentation. Even though individual slides can have different layouts and graphics, templates help the whole presentation go together as an attractive package.

5. What do you understand by the slide layout?

Slide layouts are pre-packaged layouts which contain formatting, positioning, and placeholders for all of the content that appears on a slide.

Placeholders are the containers in layouts that hold such content as text ,tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art.

<div align="center">

SECTION-C

</div>

Explain in Brief

1. How many types of views are provided by Impress to its users?

There are 5 types of views are provided by Impress. They are

Normal view - Normal view is the main view for creating individual slides.

Outline view - Outline view shows topic titles, bulleted lists and numbered lists for each slide in outline format.

Notes view- Notes view lets you add notes to each slide that are not seen when the presentation is shown.

Slide Sorter view - Slide Sorter view shows a thumbnail of each slide in order.

Handout view - Handout view lets you print your slides for a handout.

2. Who uses the presentation software and why?

Businesses and professional firms use presentations to inform, educate, motivate and persuade internal and external audiences.

They build presentations into sales, training and internal communication programs, using the power of words and images to engage their audience and retain attention. Presentation software is used to create presentations, quizzes, e-learning packages and multimedia products.

3. Define the Slide Sorter view and its significance.

The Slide Sorter view contains all of the slide thumbnails.

Use Slide Sorter view to work with a group of slides or with only one slide.

Use Slide Sorter view to reorganize, insert, delete and copy the slides, produce a timed slide show or add transitions between selected slides.

4. What is a Normal view? Explain.

*Normal view is the main view for creating individual slides.

*Use this view to format and design slides and to add text, graphics and animation effects.

* There are two ways to place a slide in the Slide Design area of the Normal view: clicking the slide thumbnail in the Slides pane or using the Navigator.

5. How are transition effects helpful in creating an effective presentation in Impress?

Slide transitions are the effects that occur when you move from one slide to the next during a presentation.

You can control the speed, add sound, and customize the properties using the transition effects.
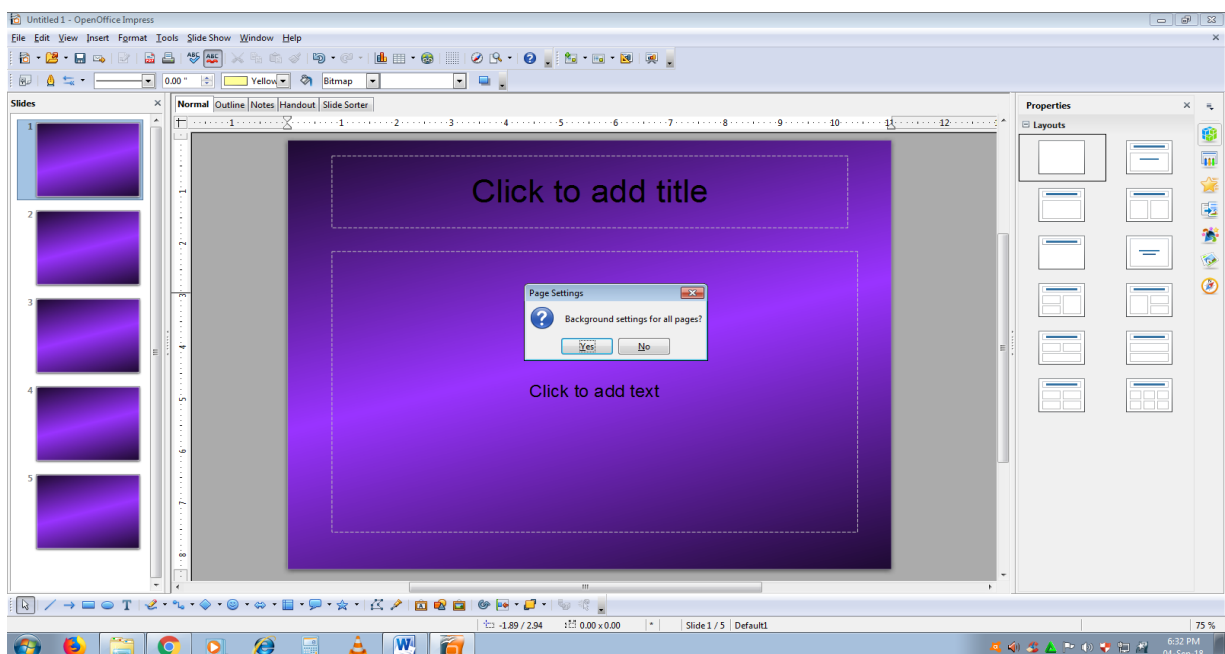
You can also choose between an automatic or manual transition.
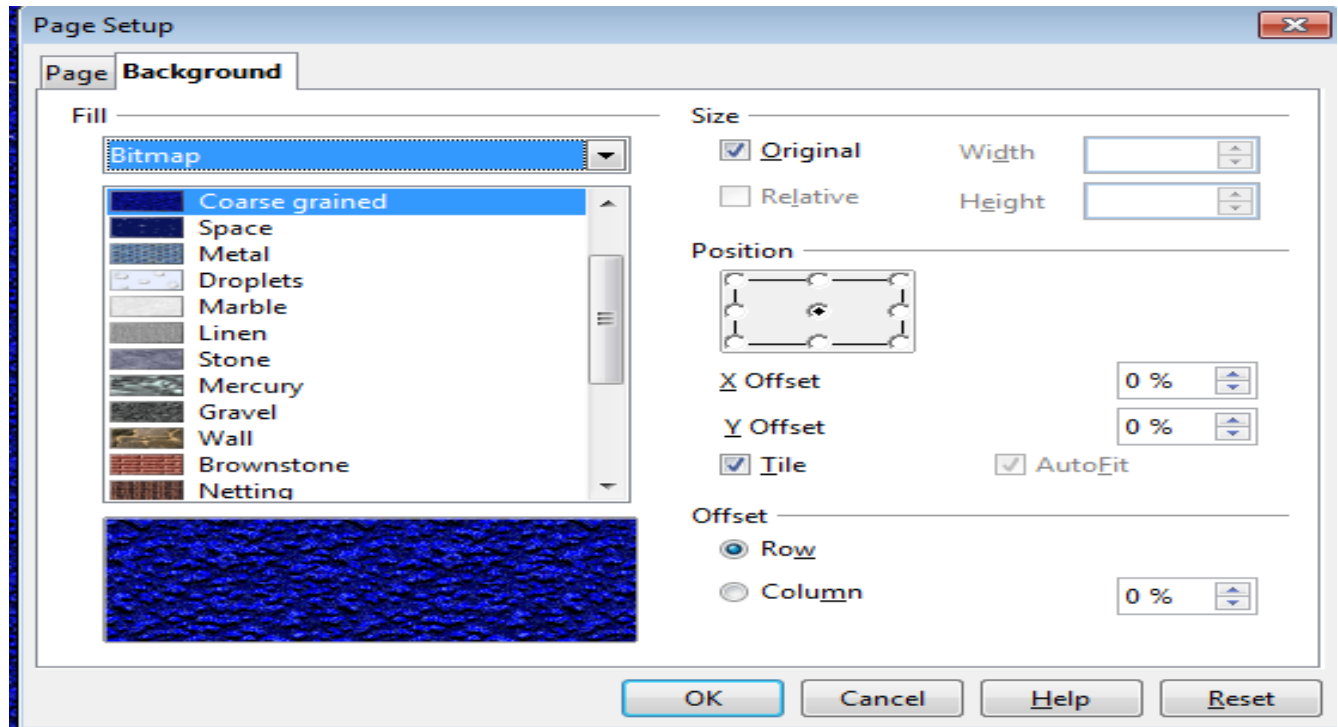
SECTION – D

1. Valarmathi's teacher asks her to create a presentation in OpenOffice Impress. As Valarmathi has never worked in Impress before, help her to perform the following tasks:

a. She wants that except for the first slide, all the slides should have the same design. For this, what does she need to do?

*Create the presentation with same design for all slides using master page option, by clicking YES in Page Setting dialog box
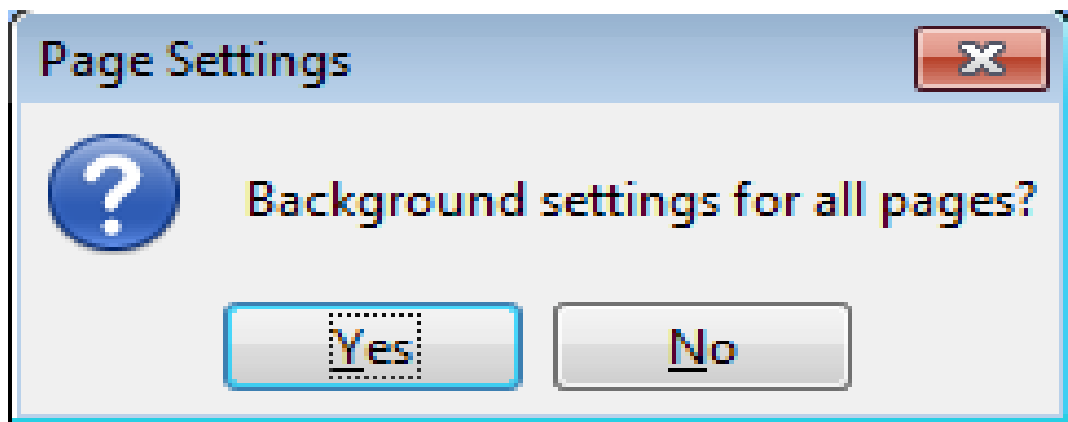
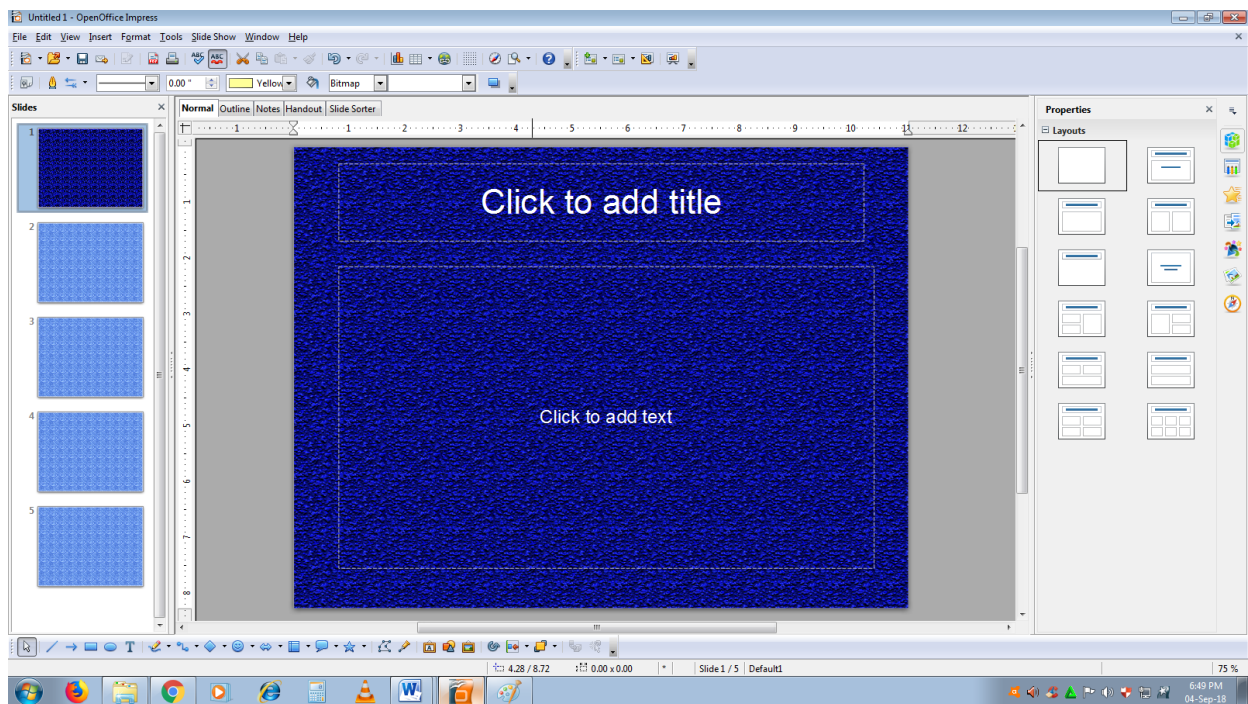*Click the Master slide and choose Format → Page menu. The Page setup dialog box appears on the screen.

*Click Background and choose any one of the Fill option (Colour, Gradient, Bitmap, Hatching) for changing the background of the master slide.

*The Page Setting dialog box appears on the screen,

* Click NO in the Page Setting dialog box.

* Now you can see the changes except for the first slide, all the slides will have the same design.

b. To easily communicate with her audience, she wants to provide them with a hard copy of the slides of the presentation. What should she create for it?

    * Handout view is used for setting up the layout of your slides for a printed handout.

c. She wants to insert some pictures and movie files in some slides. How can she do that?

* Select the slide to insert the picture.

* Choose Insert→Picture →From File option, and choose the required picture that has to be inserted into the slide.

d. Suggest her the view that would be the most suitable for showing the presentation to the audience.

* Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.

e. To make her presentation more attractive, she wants to add some effects in it. How can she do it? Suggest.

* To make her presentation attractive, she needs to add animation and transition effects to the slides.

2. Explain how a presentation can help a salesperson to promote his/her products.

* Presentation is helpful for a sales person to promote his/her products effectively.
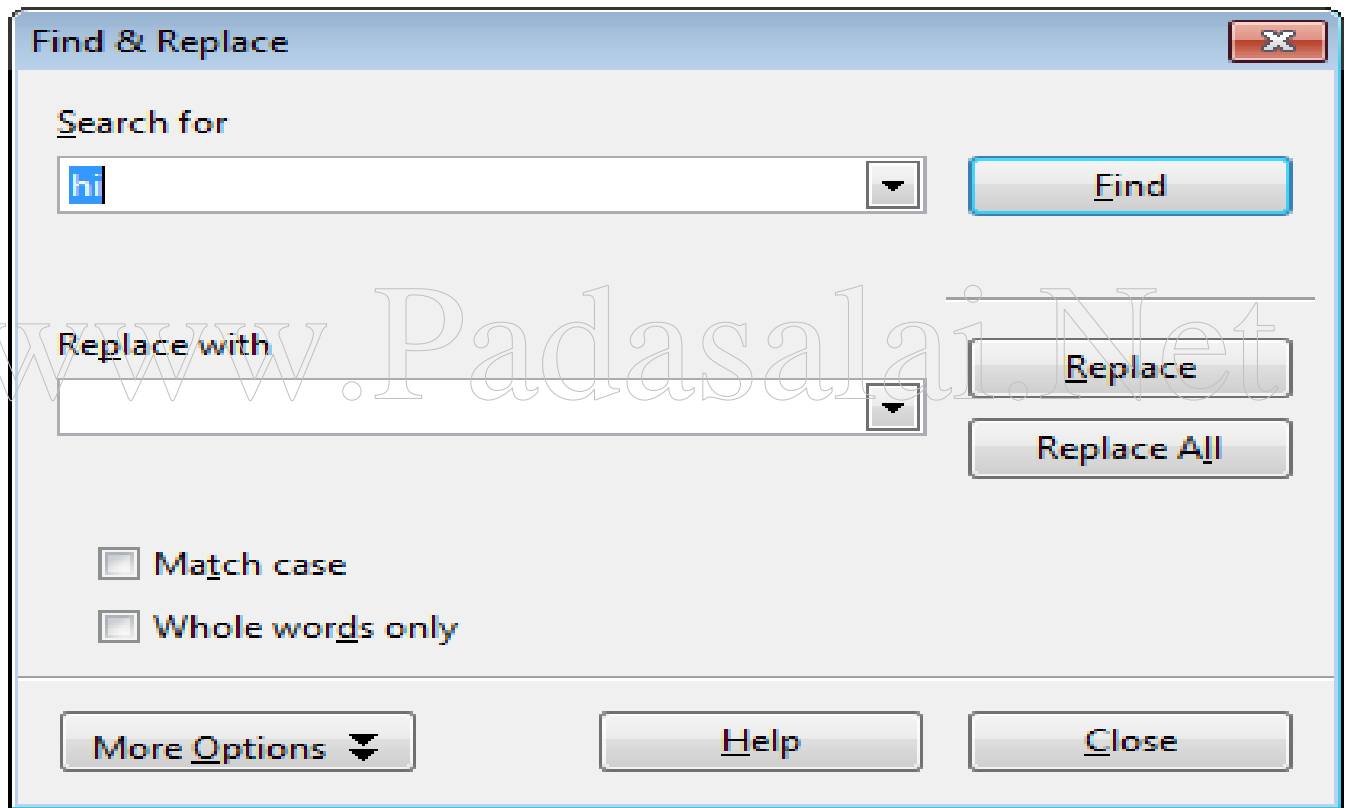
* Presentation will give visual video, pictures to understand a goodness of the product.

* By using presentation, sales person can make audience to understand easier and he can get more response from the people.

* Presentation help sales person to present prospect challenges easier.

* Sales person can explain with physical demonstration by shocking animations. It helps to increase the sales.

3. Sivabalan created a presentation to be shown at his school's Annual Function. Just 5 minutes before the presentation, he noticed that he has misspelt the name of the school, which is appearing in all the 30 slides of the presentation. How can he rectify this mistake in all the slides in one-shot?

* The slide master will be helpful in this situation. Select the Master slide,

* Choose Edit → Find & Replace option from the menu bar. The Find & Replace Dialog box appears on the screen,

* In the search for box type the misspelt word.

* Type the correct word in the Replace with box.

* Click the Find option to find the misspelt word.

* Click the Replace All option to replace the correct word in all the slides. You can see the replacement in all the slides.

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4. List some advantages of using templates.

Professional Graphic Design: Templates will give professional Graphic Design which helps you to create branded PowerPoint presentation.

Branding: Templates can easily be modified by changing colors, fonts, graphics, or even add your own logo to the mix.

Speed: With a good starting point in each slide, your presentation is made in a snap.

Quick Customization: It's much easier to edit the template in its original form, not as a copy of a copy.

Consistency: A consistent design scheme will avoid jarring transitions and the sneaking suspicion that the presentation was pasted together as a ransom note.

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