

PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 7

CH- 4 ENLIVENING A PRESENTATION

BRAIN DEVELOPER

A. Fill in the blanks:

1. **Transitions** are the special effects that you see when one slide changes to another in the Slide Show view.
2. Animations effects can be applied on both **text and objects** on a slide.
3. **Action button** is a ready-made button for defining hyperlink on a slide.
4. It is essential to connect a **microphone** to the computer while recording your sound.
5. **From Beginning** button is present on the Start Slide Show group.
6. Click on the **play** button to start the sound.

B. State true or false:

1. Action buttons can be used to link any other application to the current slide. **True**
2. You can add sound with text or graphics in a presentation. **True**
3. Video clips can be added to a slide by selecting the Home tab. **False**
4. You can choose transitional sound effects from the Transition Sound drop -down arrow. **False**
5. Transition effects give motion to the text and pictures. **False**

C. Multiple choice Questions:

1. Transition effects can be seen in _____ view.
a) Slide Sorter b) Notes Pages c) **Slide Show**
2. _____ effects appear when one slide changes o other during the Slide Show view.
a) Animation b) **Transition** c) Sound
3. The recorded sound files are assigned the extension _____.
a) .midi b) .wma c) **.wav**

4. The animation pane button is available on the _____ tab.

- a) Slide Show b) Review c) Animations

D. Answer the following Questions:

Q 1. What do you understand by Animation? How is it helpful in presentation?

Ans. The ability to move objects like text, graphics, chart, logos, etc. in any direction in the slide is called animation. It is helpful in presentation in following ways: -

1. An animation controls the order of flow of information and helps in increasing the interest of the audience.
1. You can animate the text and other objects like pictures, shapes, tables and Smart art graphics etc. in a presentation by applying sound effects and visual effects.

Q 2. What do you mean by Transition?

Ans. Transition effects appear when one slide changes to the other during the Slide Show view.

Q 3. How can you insert your own sound in a presentation?

Ans. To insert your own sound in a presentation, follow these steps:

- i) Select the slide where you want to insert the recorded sound.
- ii) Click on the Audio drop-down arrow in the Media group on the Insert tab.
- iii) Choose the Record Audio button from the drop-down menu.
- iv) The Record Sound dialog box appears.
- v) Click on the Record button to start recording and click on the Stop button when you finish recording. Now, you can use the Play button to listen to the recorded sound. Click on Ok if you want to use it.

Q 4. What is an Action button? Why do you use it in a slide?

Ans. Action buttons are built-in buttons shapes that you can add to a presentation and set to link to another slide, play a sound or perform some other actions.