



D. Answer in one word or a sentence.

Q1. How many types of views do you get on the PowerPoint screen?

Ans. Five views

Q2. In which view, do you get the Outline tab?

Ans. Normal view

Q3. Which option is used to get predesigned layouts, backgrounds, text, colour schemes etc. in PowerPoint?

Ans. Templates

Q4. Which option is used to create additional notes for the current slide?

Ans. Notes page

Q5. Which view shows all the slides of a presentation one after another?

Ans. Slide Show

E. Answer the following questions:

Q1. What is PowerPoint? Explain its features.

Ans. PowerPoint 2010 is a presentation software that allows you to create dynamic slide presentations that can include animation, narration, and videos. Some features of PowerPoint are:

- i) A presentation is a collection of slides.
- ii) Presentations can be enhanced with 2 D and 3D Clip art, special effects and transition styles, animations and high impact drawing tools.
- iii) You can easily import data from Word, Excel etc. into a PowerPoint presentation.

Q 2. What are the different ways in which you can create a presentation in PowerPoint?

Ans. To create a new presentation in PowerPoint, follow the steps:

- i) Click on the File tab and select the New option from the drop-down menu.
- ii) Choose the blank presentation option under the available Templates and Themes section.
- iii) Click on the Create button present on the right side of the window.
- iv) A new blank presentation appears in the PowerPoint window.

OR

You can also create a new presentation by clicking on the New icon present on the Quick Access toolbar or pressing the Ctrl+N key combination.

Q 3. What is a Placeholder?

Ans. Placeholders are the dotted rectangular boxes where you can enter and manipulate the text.

Q 4. What is a template?

Ans. You can create your presentation quickly and easily by using the built -in templates. They give an initial foundation to build a presentation that contains various themes, theme colours, effects, background styles and layouts.

Q 5. What do you know about Normal view?

Ans. The Normal view is the main editing view, which is used to write and design a presentation. In this view, you can add text, graphics, sound, animation and other effects. You can also have a large view of an individual slide, notes pane at the bottom, an outline of the slide text (Outline tab) and slides displayed as thumbnails (Slides tab), all at the same time.

Q6. What is the use of Slide Sorter view?

Ans. Slide Sorter view displays a miniature of all the slides in a presentation arranged in horizontal rows. This view is useful in making changes to several slides in one go. In Slide Sorter view, you can change the order of slides, copy or delete the slides, add transitions, animation effects and set the timings for the slide show.

Q7. What is the need of saving a presentation? How can you save a presentation?

Ans. It is important to save your work at frequent intervals to avoid data loss. To save a presentation:

- i) Click on the Save option on the Quick Access Toolbar.
- ii) Click on the File tab>Save option. The Save As dialog box appears.
- iii) Specify the name of the file in the File name textbox. Click on the Save button.
- iv) The presentation will be saved with the given name with the extension .pptx.