

Unit 5: Digital Presentation (Intermediate)

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. Which of the following tabs contains the chart option?

a. Home b. Insert
c. Design d. Transitions

Ans. b

2. The effects displayed when one slide gives way to another slide are known as effects.

a. Animation b. Design
c. Transition d. Hyperlink

Ans. c

3. The view you typically create your presentation in is

a. Slide Sorter b. Notes Page
c. Reading d. Normal

Ans. d

4. Which of the following cannot be included in a presentation?

a. Video b. Audio
c. Charts d. Java

Ans. d

5. The Animation Pane option is present in the group in the Animations tab.

a. Preview
b. Animation
c. Advanced Animation
d. Timing

Ans. c

Short Answer Questions-I

1. Write two advantages of inserting a table in a PowerPoint presentation.

Ans. The following are the two advantages of inserting a table in a presentation:

- A table can be used to present numeric data.
- A table can be used to create unique layouts.

2. What do understand by speaker notes?

Ans. In PowerPoint, speaker notes provide you the ability to add notes to the presentation slides as a reminder and reference.

3. What do you mean by grouping objects?

Ans. In PowerPoint, grouping objects allows you to group two or more PowerPoint objects into a single grouped object so that you can move them easily in a slide.

4. Differentiate between movie clip and audio clip in MS PowerPoint 2010.

Ans. Movie clip is a short segment of a video which helps emphasize certain points in the presentation and makes it more effective and efficient. Audio clip is a short segment of sound which helps emphasize certain points in the presentation and make it more effective.

Short Answer Questions-II

1. What do you understand by formatting a table?

Ans. Formatting refers to the appearance and arrangement of the text in a presentation. You can change the appearance of a table by changing the border and color of cells. You may highlight the table by applying color, increasing its size, or underlining it. You can also highlight the table in a presentation by applying different formatting operations.

2. Write steps to create a table in MS PowerPoint.

Ans. The following are the steps to add a table in a presentation:

1. Select the Table -> Insert Table option from the Insert tab.
2. The Insert Table dialog box appears.
3. Click the up or down arrow beside the Rows spin box to increase or decrease the number of rows.
4. Click the up or down arrow beside the Columns spin box to increase or decrease the number of columns.
5. Click the OK button.

A table with the specified number of rows and columns is inserted in the presentation

3. Write steps to prepare a presentation.

Ans. Perform the following steps to prepare a presentation:

1. Select the Slide Show tab.
2. Click the Set Up Slide Show button from the Set Up group. The Set Up Slide Show dialog box appears.
3. Select the Show type option in the Set Up Slide Show dialog box.
4. Select the Show options in the Set Up Slide Show dialog box. Select the required option.
5. Click the OK button.

4. Write the steps to insert a chart in a slide.

Ans. The following are the steps to add a chart in a slide:

1. Click the Chart button under the Illustrations group of the Insert tab. The Insert Chart dialog box appears.

2. Select the desired chart type that you want from the Insert Chart dialog box.

The chart of the selected type gets inserted on the slide.

Long Answer Questions

1. Explain the features that help in enhancing the appearance of your presentation.

Ans. The following are some of the features which help in enhancing the appearance of a presentation:

- **Inserting a Movie Clip:** Movie clip is a short segment of a video, which helps to emphasize certain points in the presentation and make it more effective and efficient.
- **Inserting an Audio Clip:** Sound makes a great impact and adds realism to a presentation as it attracts the viewer's attention.
- **Working with Tables:** Suppose you want to represent text in the form of a group or set in the presentation. In such a case, you can use table. A table is used for a variety of tasks — from presenting numerical data to creating unique layouts.
- **Working with Charts:** Charts are an effective and efficient way of representing data in the graphical form. A chart can also be used to represent the tabular numeric data in business

and in organizations to make the presentation attractive and beneficial for the audience

- **Inserting Transitions:** Transition is a special effect that is about how one slide moves to another slide in the presentation and define a way in which slides appear during a slide show.
- **Inserting Animations:** This feature helps to draw the viewer's attention to specific content or to make the slide more attractive and eye-catching.

2. How are transition effects helpful in creating an effective presentation in PowerPoint?

Ans. Transition is a special effect that occurs when we switch from one slide to another during a presentation. It also defines the way in which slides appear during a slide show. MS PowerPoint provides various types of transition effects, such as Fade, Dissolve, etc. While setting the transition effects, you can also insert sound, manage speed, and modify the other predefined transition properties. Transition effects help in presenting the content in a better and engaging manner. Using transitions gives a professional look to a presentation and helps emphasize certain important details.