

UNIT 10: Digital Presentation

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. is a special view of the presentation which is suitable to be printed and distributed to the audience.

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

Ans. d

2. is the extension of the MS PowerPoint.

a. .odp b. .pptx
c. odp d. .doc

Ans. b

3. Which of the following is not a component of a slide?

a. Title b. Subtitle
c. Clip Art d. Slide Show

Ans. d

4. A is an electronic page in a presentation.

a. Slide b. Watermark
c. Clipart d. Shape

Ans. a

5. In the view, you can see all the slides in a presentation concurrently.

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

Ans. a

Very Short Answer Questions

1. Define slide show.

Ans. The slide show refers to the process of running a presentation.

2. What is template?

Ans. It is the basic model that provides the basic structure to create a presentation easily and quickly.

3. Define graph.

Ans. It refers to the graphical object that allows you to draw relationship between the objects in a slide.

4. What is footer?

Ans. Footer refers to the portion that appears just above the bottom margin of the slide.

5. Define header.

Ans. Header refers to the portion of the page that appears just below the top margin of the slide.

Short Answer Questions-I

1. List any two commonly used presentation software.

Ans. Two commonly used presentation software are:

a. Microsoft PowerPoint
b. OpenOffice Impress

2. Write any two advantages of the Slide Sorter view of MS PowerPoint 2010.

Ans. The Slide Sorter view is useful in the following ways:

- It allows you to make global changes to several slides simultaneously.
- It allows you to easily arrange the order of slides, add slides and also delete them.

3. Differentiate between Notes view and Reading view.

Ans. Reading View allows you to see each slide of your presentation as a slide show that fits within the window. Notes Page View allows you to add or edit notes in the slides.

4. Which tab do you use to print a presentation?

Ans. The File tab is used to print a presentation.

Short Answer Question-II

1. Define presentation software.

Ans. Presentation software is a computer application that helps in creating a presentation, such as explaining a new topic to the students in a class, presenting a plan to the employees or clients of a company, etc. In the current technology-driven world, activities, such as training, explaining concept and representing products have become an integral part of our day-to-day business. These tasks can be easily done using a presentation.

2. List some things that you can create using MS PowerPoint.

Ans. PowerPoint can be used to design things that require visual and graphical applications. With PowerPoint, we can view, create and present slide shows that can be a combination of text, shapes, pictures, graphs, animation, charts, videos, etc. For example, MS PowerPoint helps us create attractive, eye-catching and

professional-looking visual aids for the users. These visual aids help us communicate ideas, messages and other information in an easy and effective manner.

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

Ans. A slide is an electronic page that contains information in the form of text, images and audio/video clips, whereas a slide show refers to the process of running a presentation.

A slide show generally needs more than one slide to run a presentation.

4. What do you understand by a slide?

Ans. A slide is an electronic page that contains information in the form of text, images and audio/video clips. For inserting text in your presentation, you need to insert text boxes. Further, you can make your presentation more attractive, appealing and eye-catching by adding animation and other effects to the slides.

Long Answer Questions

1. Explain the slide components that are used for referencing purposes.

Ans. A slide is an electronic page that contains information in the form of text, images and audio/video clips. For inserting text in your presentation, you need to insert text boxes.

Further, you can make your presentation more attractive, appealing and eye-catching by adding animation and other effects to the slide. The following are the basic elements of a slide:

- **Title:** It refers to the heading of the slide. The title element provides a basic idea about the topic and content of the presentation.
- **Subtitle:** It refers to the description of the slide data. It also gives emphasis to the central idea of the slide.
- **Drawing objects:** These refer to the various built-in shapes provided by the MS PowerPoint. These include shapes, such as curves, lines and flowcharts.
- **Clip art and pictures:** These refer to the graphical objects that help in enhancing the appearance of a slide.
- **Graph:** It refers to the graphical object that allows you to draw a relationship between the objects in a slide.

2. Define the Slide Sorter view and its significance.

Ans. Slide Sorter View displays all the slides of a presentation. In this way, you can verify the order of slides and also verify whether the presentation has been completed or not. To rearrange slides, you first need to change the view of your presentation to the Slide Sorter view. The following are the points that illustrate its significance:

- It allows you to make global changes to several slides simultaneously. It allows you to easily arrange the order of slides, add slides and also delete them.
- It also allows you to add/edit notes in the slides.