

# CHAPTER-5 (INTRODUCTION TO MS POWERPOINT 2016)

## EVALUATE

### A Tick (✓) the correct answer.

1. This software helps us to make presentations.

- a. Word  b. Excel  c. PowerPoint

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2. A \_\_\_\_\_ refers to the representation of any concept through pictures, graphics, text and other media tools.

- a. presentation  b. live display  c. slide show

3. When slides are combined together and played in a sequence, it is called a

- a. slide view  b. slide show  c. slide

4. This layout is used to add text content along with a graphic content.

- a. Title Slide   
b. Title and Content   
c. Two Content

5. To exit a slide show, which key on the keyboard is pressed?

- a. F5  b. Esc  c. Ctrl

### B Fill in the blanks.

- PowerPoint 2016 is a/an Application software.
- The default file extension of a PowerPoint presentation is .PPTX.
- The shortcut key to start a slide show is F5.
- An individual page in a PowerPoint presentation is known as SLIDE.
- The shortcut to exit a slide show is Esc.

### C Write 'T' for true and 'F' for false statements.

- The title bar displays the name of the application program. True
- We cannot insert pictures in PowerPoint. false
- The Save button is present on the Quick Access Toolbar. True
- Ctrl + P is used to create a new presentation. false
- The Ribbon is located below the status bar. false

## **Define the following:**

### **1. Presentation.**

The presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

### **2. Slide Layout.**

Slide layouts contain formatting, positioning, and placeholders for all of the content that appears on a slide.

### **3. File Tab.**

The File tab allows you to specify a file into which the log should be placed

### **4. Placeholder.**

Placeholders are bordered or hatch-marked lines on a slide within which we can add text and graphics, video, audio, charts as well.

### **5. Slide Show.**

A slide is a page in which u did your work.

slideshow is the preview of the slides you have made

## **Answer the following questions:**

### **1. What is presentation? How we can create a blank presentation?**

Creating a blank presentation

Choose File→New.

Click the Blank Presentation tile. A new blank presentation opens.

## **2. Write the steps to start Power Point 2016?**

Click on the PowerPoint icon in the Taskbar. If you do not see the icon, go to the Start button, right-click, and choose Search. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.

PowerPoint will open, prompting you to select a theme. Click on Blank Presentation.

## **3. What are the various tabs present on the Ribbon?**

It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View.

## **4. Write the steps to save a presentation?**

click on Ctrl + S.

A dialogue box will appear.

Save the file to a name of your choice.

Your file or presentation is saved.

## **5. Explain how you can insert a picture from the internet in a slide of your PowerPoint?**

Insert a picture from the web on your slide

Click where you want to insert the picture on the slide.

On the Insert tab, in the Images group, click Pictures and then Click Online Pictures.

In the search box type in the image you're looking for and press enter.

Select all the images you want and then click Insert.