

## CHAPTER 5-ENHANCING THE PRESENTATION



### A Multiple Choice Questions.

- Which of the following is not a category under the Animation effects?  
(a) Entrance  (b) Enhance  (c) Emphasis
- The effect that occurs when you move from one slide to the next during a slide show is called  
(a) Slide Transition  (b) Slide Transform  (c) Slide Animation
- What does the small number written with an object on a slide show mean?  
(a) Animation  (b) Transition  (c) Action
- The Animation Pane button is available on the \_\_\_\_\_ tab.  
(a) Slide Show  (b) Review  (c) Animations
- Which of these sources can you use to insert a sound clip in your slide?  
(a) Audio on My PC  (b) Record Audio  (c) both of these

### B Fill in the blanks.

- Slide Transition are the special effects that control how our presentation moves from one slide to another.
- Action Button are built-in button shapes that function much like hyperlinks.
- It is essential to connect a Microphone to the computer while recording your sound.
- Click on STOP button when you've finished recording.
- Normal View is the editing mode where we most frequently create our slides.

### C State True or False.

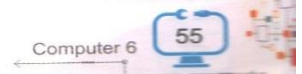
- We can press the space bar key to go back to the next slide during a slide show. false
- Video clips can be added to a slide by selecting the Home tab. false
- Media group is present on the Insert tab. True
- It is compulsory for the user to click to change one slide to the other. false
- The speaker icon on a slide cannot be changed or resized. false

### D Write one word for the following.

- This key is used to stop the slide show. ESC
- This view displays only the text on our slides. Outline View
- These add liveliness to the presentation. Video Clips
- We use these buttons to change the order in which the animation effects appear. Reorder Animation

### E Answer the following questions.

- What do you understand by animation? How is it helpful in a presentation?
- Write the steps to apply transitions to a slide.





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#### ENHANCING THE PRESENTATION

(2) what do you understand by animation?  
How is it helpful in a presentation?

The ability to move objects like text, graphics, charts, logos, etc in any direction of the slide is called animation.

Benefit of animation in presentation :-

- (i) Provide visual attention to the audience.
- (ii) automatic runs on presentation.

(2) write the steps to apply transitions to a slide.

Applying transition to a slide :-

- (i) select slide.
- (ii) click transition tab.
- (iii) select transition effect.
- (iv) click effect options.
- (v) specify transition timing.
- (vi) click sound option.
- (vii) click on the preview button.
- (viii) click on the apply to all button.



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(3) How will you insert your own sound in a presentation?

Steps to insert our own sound in Presentation:-

- (i) click on slide.
- (ii) click insert tab.
- (iii) click on Audio drop down in media group.
- (iv) click record audio option.
- (v) Type a name for the audio recording and click record button.
- (vi) click on stop button.
- (vii) click ok.

(4) write the steps to insert a video clip in a slide.

Steps to insert a video clip in a slide :-

- (i) Select a file where we want to insert clip.
- (ii) click insert tab.
- (iii) click on the Video drop down arrow in the media group.
- (iv) select video on my PC option.
- (v) locate and select video file then click insert.
- (vi) format the video in format tab.
- (vii) click on the play button.



## CHAPTER 5-ENHANCING THE PRESENTATION

(5) Explain any three kinds of views present in Powerpoint?

Types of views in Powerpoint :-

(i) Normal View :- It displays slide thumbnails on the left.

(ii) Outline View :- create an outline or storyboard for the presentation.

(iii) Slide Sorter view :- It displays all the slides in presentation in horizontally sequenced, thumbnails.