5.1 Digital Presentation

A. Multiple Choice Questions
1. (c) 2. (a) 3. (b) 4. (d) 5. (b) 6. (b) 7. (a) 8. (c) 9. (b) 10. (c) 11. (c) 12. (b) 13. (b) 14. (d)

B. Fill in the Blanks
1. slide 2. 16:9 3. Audience 4. Content 5. Slide 6. Landscape 7. none 8. Border 9. Navigator 10. Formatting 11. Normal 12. Slide 13. Ctrl + P   14. .odp 15. File

D. Differentiate Between the Following:
1. Google Slides: It is one of the most popular online presentation software. It is available when we sign up for a Google Account as a part of Google Drive.
Google Slides also offers a wide variety of formatting tools and special effects. It works on a PC, a Mac, or even a mobile device as long as an Internet connection is available.

Prezi: It is a popular presentation tool. Instead of using slides, we use a canvas to create our presentation. We can see the entire presentation in one go or zoom into specific parts. Like many other presentation software packages, we can use Prezi on PC, Mac, or even a mobile device.

4. Splitter Bar: It is used to adjust the width of the slides pane by dragging the splitter bar.

Sidebar: This panel shows information about the current selected slide and the layouts included within Impress.

Ex. Short Answer questions.
Ans **1.** Presentation software allows us to create documents called presentations, which are used to communicate ideas, messages, and other information to a group.
The different types presentation software are:
Libreoffice Impress, Microsoft PowerPoint, Keynote, Canva, etc.

Ans – **3** Text placeholder allows us to type titles, text and bulleted lists in slides.

Ans – 4 Slides pane contains thumbnail pictures of the slides in our presentation. Clicking a slide on this pane selects it and places it in the workspace.

Ans – 6 Templates provide a quick way to create a new Impress presentation. They contain layouts, theme colors, fonts, effects, background styles and the content. Whereas Design theme is a built-in design for creating a presentation which includes pre-defined information, layout, background, text, and colour.

Ans - 7 Duplicating a slide means to insert a copy of the existing or current slide in a presentation.

Ans - 11. A bullet can be added when the order of the points does not matter, i.e., unordered. In Impress, the bullet is marked in the form of black dot (.) by default.

Ans - 12. Content placeholders hold text like titles, bulleted lists and different types of content like text, table, chart, image, audio or video to build a presentation effectively and efficiently.

Ex- F Long answer questions.

Ans – 2 A good presentation is required to convey a message clearly to the viewers. Following guidelines have to be taken into consideration while preparing a presentation.

- A good presentation should be concise and should focus on the topic.

- A good presentation should have the potential to convey the required information.

- We should use simple words and sentences in the presentation to make the speech effective.

- The grammar and language should be correct in our presentation.

- We should try to use dark colours and bold letters with different fonts to highlight certain points.

- Sound and animation can be added to the slides to make the presentation more interesting. We should not include more than one animation or video in one slide.

Ans – 4 The Impress Sidebar is located on the right side of the window. It consists of seven decks: Properties, Slide Transition, Animation, Master Slides, Styles, Gallery and Navigator.

Each deck has a corresponding icon on the Sidebar, allowing us to switch between them. Each decks functions are given below:

- **Properties Deck: This panel shows information about the current selected slide and the layouts included within Impress.**

- **Slide Transition Deck: It provides a number of slide transition options. The default is set to None.**

- **Animation Deck: It is used to add, change, or remove animations to enhance different elements of each slide from Animation section.**

- **Master Slider Deck: It helps to define the slide style for presentation from this panel. Impress includes several designs for Master Slides, the default style is blank, and the rest have backgrounds and styled text.**

- **Styles Deck: This deck is used to edit and apply graphics styles and create new ones; but we can only edit existing presentation styles.**

- **Gallery Deck: It is used to add images and diagrams available in the Gallery themes into the presentation.**

- **Gallery displays two sections—the first one lists the themes by name (Arrows, Background, Bullets, etc.) and the second one displays the images in the selected category.**

- **Navigator Deck: It is used to view all the slides of a presentation. We can browse all the slides and reorganize the content of each slide by selecting different content categories, such as headings, tables, and graphics.**

Ans 6. Five options available on formatting toolbar are:

- **Font Name: Click on the drop-down menu to see the list of fonts and select a font name.**

- **Font Size: Click on the font size drop-down menu to see the list of font sizes from where the font size can be selected.**

- **Increase Font Size: Clicking this button will increase the size of text (keyboard shortcut: Ctrl +]).**

- **Decrease Font Size: Clicking on this button will decrease the size of the text (keyboard shortcut: Ctrl + [ ).**

- **Font Color: Clicking on the drop-down box to the right of font color icon opens the color palette from where we can change the font color.**

Ans - 8. Animation is the illusion of movement by showing a series of still pictures in rapid succession.
The steps to add animation to slide are:
Click on any slide element (such as text boxes, shapes, or pictures).
ii. Click on the Animation button on the Sidebar.
iii. Click on Add Effect.
iv- select the circle effect from the Effect list.
v. Select 'Circle' from the Effect list.
vi. Select Automatic Preview to check the animation effect on the object.
vii. Click on Play to check the animation effect on the slide.

A. Multiple Choice Questions

1. (c)   2. (d)   3. (b)   4. (b)   5. (c)
6. (a)   7. (c)   8. (b)   9. (c)   10. (d)

B. Fill in the Blanks

1. Drawing   2. Insert Image   3. handles   4. Alt
5. triple-click   6. group   7. Master
8. transition   9. Table   10. Table properties

C. State Whether the Statements Given Below are True or False

1. T   2. T   3. T   4. T   5. F
6. T   7. F   8. T   9. F   10. T

D. Differentiate Between the Following

3. Group objects: It means to combine the multiple objects together so that they are related as a single entity. A group of objects can also be formatted as one entity. It can be moved, rotated, deleted, and so on.

Ungroup objects: It means to separate the grouped objects into individual objects. It is helpful in every single object formatting like editing, resizing, rotating, etc.

4. **Entering Data in a table:** It mean to type number or text in the table. To type the data in table, click inside the table cell and type it. Use the Tab key to move from one cell to the next cell in a table.
Editing Data in a table: Editing means the process of making changes to any data in a table. Sometimes doing a task perfectly in one go is not possible. It can be done through the editing.

E. Short Answer Questions

Ans 1 - Right-click on the table border, the Table Properties dialog box will open from here we can assign background border of the table.

Ans – 4. Master slide enables us to make global settings for our slides, such as inserting a company logo, page number, etc., on every slide.

Ans - 5. Step to delete an image are as follows:

i. Click on the image to be delete.

ii. Press the **Delete** key on the keyboard.

The image will disappear from the slide.

Ans - 6. A slide transition is a visual effect that appears when we move from one slide to another. It can apply in Normal or Slide Sorter view to a single slide, multiple slides, or all slides.

Ans- 8 Steps to apply shadow effect to the object are:

i. Select the object by using the select tool.

ii. Click on the Shadow tool from the drawing toolbar.

Shadow effect will appear on the object.

F. Long Answer Questions.

Ans - 1. There are many objects we can add into the slide such as line, connector, basic shapes, symbols, arrow, flowchart, callout, star and 3d objects.

Line: This object is used to draw a straight line from the point where we click the mouse to the point where we point drag the mouse pointer and release.

Basic Shapes: This object is used to draw a basic shape like square, circle, triangle, etc. by dragging the mouse from the top left to the bottom right corner.

Symbol: This object is used to draw a symbol like sun, moon, flower, etc. by dragging the mouse from the top left to the bottom right corner.

Ans – 4. The steps to add table in a slide are:

i. Insert a new slide, add text and change the layout of the slide to one that includes the placeholder for a table.

ii. In the content placeholder, click on the **Insert Table** icon.

iii. Type the number of **columns**.

iv. Type the number of **rows**.

v. Click on **OK**.

5. The steps to add slide transition in a presentation are:

i. Click on the slide to which a transition needs to be added.

ii. Click on the **Slide Transition** icon.

iii. Click on any **transition**.

iv. Click on **Apply Transition to All Slides** if the same transition effect needs to be applied to all the slides.

v. Click on **Play.** Impress displays a preview of the transition effect.

vi. Click on **Close** to close the Slide Transition section.

The steps to remove slide transition in a presentation are:
  i.   Click on the slide to which a transition needs to be removed.
  ii.   Click on the **Slide Transition** icon.
  iii.   Click on **None**.

The transition icon disappears from the slide.

G. Application Based.

1. Ungroup feature　　　　**2. Slide Master 3. Transition Effect**