

Now I Know!

CHECKLIST

After reading the chapter, I know these points:

- PowerPoint is an application software that is used to create presentations.
- A group of slides on any one topic is called a presentation.
- Formatting makes our presentation look more attractive and effective.
- The default extension of PowerPoint 2019 file is .pptx.
- Slide show displays one slide at a time, filling the entire screen.

Agree Disagree

☒	☐
☒	☐
☒	☐
☒	☐
☒	☐



Self-Evaluation

A. Tick [✓] the correct answer.

1. A presentation program developed by Microsoft is
 a. Word ☐ b. Paint ☐ c. PowerPoint ☒
2. displays a large view of the current slide.
 a. Notes pane ☐ b. Ribbon ☐ c. Slide pane ☒
3. There are main views of the presentation.
 a. five ☐ b. four ☒ c. six ☐
4. buttons allow us to quickly change the way our presentation is displayed on the screen.
 a. View ☒ b. Control ☐ c. Slide ☐
5. We can press key to end the slide show at any time.
 a. Ctrl ☐ b. Esc ☒ c. Alt ☐

B. Write 'T' for True and 'F' for False statements.

1. A group of slides on any one topic is called a presentation.
2. Title bar shows the name of the currently displayed presentation.
3. Slide pane displays the notes for the current slide.
4. Only one slide can be added into a PowerPoint presentation.
5. We can also press F5 key for Slide Show view.

T
T
F
F
T

C. Fill in the blanks.

1. One page of the presentation is called a Slide.
2. PowerPoint assumes that new presentation begins with the title slide.
3. The default extension of PowerPoint 2019 file is .pptx.
4. Formatting options are present in Home tab.
5. A Slide show displays one slide at a time, filling the entire screen.

D. Differentiate between the following. omit

Slide

Presentation

.....
.....
.....

.....
.....
.....

E. Answer the following questions. omit

1. What is the use of PowerPoint?
.....
.....
2. Name the various views of PowerPoint window.
.....
.....
3. What do you mean by placeholder?
.....
.....
4. Why do you need to run a slide show in PowerPoint presentation?
.....
.....

F. Application-based Question

Problem Solving Skill

Ashish's teacher asks him the name of buttons which are used to minimize the program window, restore the window to full size, or close the window. Help him answer which buttons are used to do all these activities.



Window Control buttons

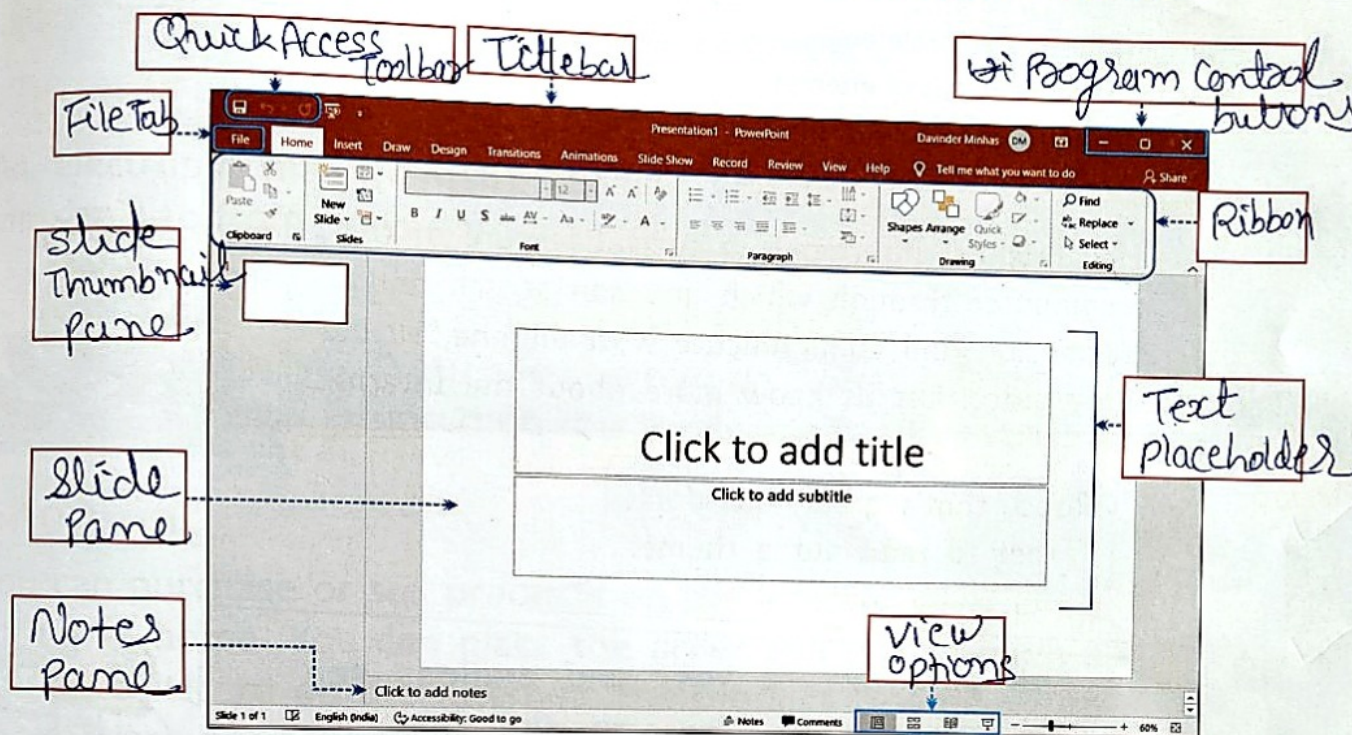




Activity Section

Activity Label

Label the components of PowerPoint window in the given boxes.



Lab Activity

Create a PowerPoint presentation on the topic – 'Different Modes of Transport for Going to School'.

- Create four slides including the title slide.
- Run the presentation using slide show view.

Group Discussion

Divide the students into groups and discuss the topic – 'Digital Presentation is the Most Effective Classroom Learning Tool'.

Online Link

To learn more about PowerPoint, visit the website:

<https://www.makeuseof.com/tag/microsoft-powerpoint-guide/>

Subject Integration

EVS

This integration would make students learn about the different modes of transport.