

## Chapter - 4 PowerPoint – Creating Presentation

→ Is a presentation software

→ Developed by Microsoft

- NEED → To make our views/ message more effective
- WHAT CAN A PRESENTATION INCLUDE →  
\*AUDIO\* VIDEO      \* TEXT \*ANIMATION
- EXTENSION OF A POWERPOINT FILE → .PPTX

Q. 1. What is a slide?

Ans. One page of our presentation is called slide.

2. What is a presentation?

Ans. A group of slides on any one topic is called presentation.

3. How many presentation views are available in Power Point? Name them

Ans. There are five presentation views are available in Power Point are. They areas follows:

- Normal View
- Outline View
- Slide Sorter View
- Reading View
- Slide Show View

4. What is a Design Theme?

Ans. Design Theme is a built-in design for creating a presentation which includes pre-defined information, layout, background, text, and colour. We can select it using Design tab.

5. Fill in the blanks:

- Slide Sorter view shows the miniature slides of the presentation.
- Slide Show view is used to view the presentation in full screen.
- Reading view allows us to view a presentation but in a full-screen but in a window with simple controls for easy review.
- The Notes pane appears below the Slide pane.
- The largest pane in Normal view is Slide pane.
- Slides Thumbnail pane contains thumbnails of each slide,
- By default, Power Point opens a blank slide for you whenever you start a program.
- The default extension of PowerPoint 2016 file is pptx.

6. What is a transition in Power Point?

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

7. What do you mean by Animation in Power Point?

Ans. Animation is the illusion of showing a series of still pictures in motion in rapid succession. It makes the Power Point presentation interesting and gives it a professional look.

8. Write short notes on the following:-

a) Theme: It is the look, color, and graphics that the slides in the presentation have in common.

b) Template: It provides a quick way to create a new PowerPoint presentation.

9. Differentiate between the Print Preview and Print Handouts.

Ans.

Print Preview	Print Handouts
Print Preview shows the preview of the slides to show how the printout will look.	Print Handout prints the slides on paper to review them separately from computer.