

Lesson-7

Starting Microsoft Office Powerpoint

Worksheet 5

Q1. What is the importance of a title slide?

Ans. It gives a idea about topic of presentation.

Q2. What is live preview?

Ans. To show preview at the moment on the screen.

Q3. Which single area of the PowerPoint windows gives us all the options to work in a presentation?

Ans. Ribbon

Q4. Which tab and option will you click to add a new slide to your presentation?

Ans. Home tab, new slide button.

Q5. Name any four slide layouts.

Ans. 1. Title slide

2. Title and content

3. Two content

4. Title only

Worksheet 6

Q1. What is presentation?

Ans. An act of presenting the contents of a topic to an audience.

Q2. What does a presentation consist of?

Ans. It consist of a number of slides.(text,graphics,audio and video)

Q3.What is a power point?

Ans. It is a software on which you can make your presentation.

Q4.What contents can be there on a slide?

Ans. A slide can contain text, graphics, audio and video as required .

Q5. What is a placeholder?

Ans.The area within a dashed border in which you insert the elements.