

Lesson-5

Working in PowerPoint

**Worksheet 5: Answer in one word/sentence.**

- Q. 1.    Why should the first slide of the presentation be a Title slide?  
Ans.    To give an idea about the presentation.
- Q. 2.    What is a placeholder?  
Ans.    A placeholder is a place where contents are added.
- Q. 3.    Which tab and option gives you the choice to insert a new slide in PowerPoint?  
Ans.    Home tab and New slide button.
- Q. 5.    Write advantage of Normal view, over the Slide sorter view.  
Ans.    You can edit the slide in Normal view.
- Q. 6.    Name various views in the PowerPoint.  
Ans.    Normal , Slide sorter and Reading and Slideshow views.

**Worksheet 6: Answer the following:**

- Q. 1.    What is PowerPoint? What are the contents which you can add on a slide?  
Ans.    PowerPoint is a presentation program developed by Microsoft. It is part of the Microsoft Office suite. It provides facilities to create digital slide shows. You can include multimedia contents like pictures, audio, video clips and animations in the slides.
- Q. 3.    How does a theme helps to give a consistent look to a presentation?  
Ans.    Because a theme applies same background and colour combination to all slides of a presentation.
- Q. 4.    Write about the Slide Sorter view.  
Ans.    Slide Sorter view is a view of all slides in a presentation in thumbnail form.
- The slide sorter view gives you an overall picture of the presentation, making it easy to reorder, add, or delete slides.
  - Reordering of slides is easy in the slide sorter view as you can see thumbnails of all the slides together. You just need to drag and drop the slides to the reorder.