

Chapter- 3ENHANCING A PRESENTATION**Level-1****1 Mark****Fill in the Blanks**

1.....are the special effects you see when one slide changes to another in Slide Show View.

2.Animation effects can be applied on both.....and.....on a slide.

3.is a ready-made button for defining hyperlink on a slide.

4. It is essential to connect a.....to the computer while recording your sound.

5.button is present on the Start Slide Show group.

6.Click on the.....button to start the sound

2. State True or False.

i.

Action Buttons can be used to link any other application to the current slide.

ii. You can add sound to text or graphics in a presentation.

iii. Video clips can be added to a slide by selecting the Home tab.

iv. You cannot add more than one animation to the same object.

v. Animation Painter option copies the animation from one object and applies it to another. Audio command is present on the View tab.

vi. The speaker icon on a slide cannot be moved or resized.

3.. Application-based questions.

a. Kabir's teacher has asked him to create a presentation, in which every slide is linked to its succeeding Which feature should he use to accomplish the task?

b Priya has made a presentation on 'Child Labour-A Curse' with tve data from a Microsoft Word file. How can she do it?

4.. Multiple-choice questions.

i. Which shortcut key is used to make a duplicate of the slide?

a. Ctrl + D

b. Ctrl+M

c. Ctrl+G

ii. -----effects can be added to objects on a slide.

a. Animation

b. Transition

c. Sound

iii. The recorded sound files are saved with extension-----.

a..midi

b..wma

C..wav

Level-2**2 Marks**

Answer the following questions.

- i. What do you understand by Animation? How is it helpful in a presentation?
- ii. What do you mean by Transition?
- iii. How will you insert your own sound in a presentation?
- iv. What is an Action Button? Why is it used in a slide?
- v. What is animation effects?
- vi. What are the categories of animation effects?
- vii. What are the options available in the Timing Group.?
- viii. What is transition effects?
- ix. How will you insert your own sound in a presentation?
- x. What is action button? why is it used in a slide?
- xi. How to import data from word?
- xii. Write down the steps to insert sound clips?
- xiii. How to share presentation?

EDUCATIONAL GROUP
Changing your Tomorrow