

CLASS:V

SUBJECT : COMPUTER

CHAPTER NUMBER:5

CHAPTER NAME :MORE ON POWERPOINT 2016

SUB TOPIC: BRAIN DEVELOPER

CHANGING YOUR TOMORROW

LEARNING OBJECTIVE :

To enable the students to know about input, output and processing.

SECTION - A

A. Fill in the blanks.

1. A presentation is a collection of slides that are arranged in a sequential manner.
2. Most of the view buttons are present in the Presentation views group.
3. Ink equation is the new feature using which you can add math equations into your presentation.
4. The slide sorter view displays a miniature view of all the slide of a presentation.
- 5.

5. Comments are a great way to provide feedback to others about their presentation.
6. The photo album is a feature that allow you to club your personal and business photograph together to use for a presentation.

B. State True or False

1. There are seven views available in Powerpoint 2016. (F)
2. By default, the Gray theme is applied to the powerpoint window. (F)
3. To move to the next slide in the slide show view

3. To move to the next slide in the slide show view ,Esc key is used. (F)

4.Using Notes Page view, you can include the note in a presentation that you can include the note in a presentation that you send to the audience. (T)

5.Comments in a slide cannot be turned off. (F)

6. Using convert to shape tool, you can convert the hand drawn shapes to uniform geometric shapes. (T)

SECTION -B

A. Multiple choice questions.

1. Which function key is used to display the slide show?

Ans-F5

2. In which view do you get the outline pane?

Ans-Outline view

3. Which of the following requires a network service to start the slide show?

Ans- Present Online

4. Which feature finds the information related to the selected item on the web without forcing the Users to open up an internet browser?

Ans- SmartLookup

5. Which of the following options hides all the slides text in the outline view ?

Ans- Collapse All

6. On which tab do you find the Screen Recording option?

Ans- Insert

B. Which View am I?

1) I am the main editing view to write and design the slides.

Ans- Normal View

2) I can show you the notes that you can include in a slide.

Ans- Notes Page View

3) I display all the text of your slide but not objects.

Ans- Outline View

4) I display a miniature view of the slides of a presentation.

Ans- Slide Sorter View

5) I am used when the presentation is delivered to the audience.

Ans- Slide Show

C. Answer the following Questions.

1. What is the use of the slide sorter view?

Ans- Slide sorter view displays a miniature view of all the slides of a presentation.

2. State the difference between Normal view and outline view.

Ans- Normal view is the main editing view which is used to write and design the presentation whereas Outline view displays only the text on the slides.

3. Explain the utility of Smart Lookup.

Ans- Smart Lookup feature allows us to find the information for the selected word or phrase on the Web using the search engine Bing.

4. What do you understand by Comments? How are they useful?

Ans-Comments are a great way to provide feedback to the others about their presentation.They are used to collaborate and work together on a presentation.

5. What is the utility of a photo album?

Ans-Photo album is a feature that allows us to club our personal and business photographs together to use for a presentation.

6.How is Ink Annotation helpful?

Ans- Ink Annotation feature enables us to annotate with ink , to write notes, create shapes , highlight a key concept, and much more. We can also convert the hand drawn shapes to uniform geometric shapes also.

7.What is use of Ink Equations?

Ans- Ink equations option helps us in adding math equations into our presentation.

C.Application Based Questions.

1. Aaryan will use Photo album option present under Insert tab to import six different pictures as different slides.

2. In order to display all the 16 slides on a single screen Roopali has to use slide sorter view which displays the miniature view of all the slides.

*****THANK YOU*****