

PRESENTATION USING POWERPOINT

Q1. State true or false

- i. False
- ii. True
- iii. False
- iv. False
- v. True

Q2. Name the tab under which the following are present

- i. New Slide – Home Tab and Insert Tab
- ii. Themes - Design Tab
- iii. Shapes - Shapes
- iv. Animation – Animation Tab

Q3. Answer the following

- i. What is slide?

A slide is the main component of a presentation. It contains one or many Objects.

- ii. Name the different views.

Various views are – Normal, Slide Sorter, Slide Master, Slide Show.

- iii. What is slide show?

It is the presentation of all the slides one by one. Press F5 key for the presentation's Slide Show.

- iv. What is slide transition?

Slide transition is a motion effect that occurs in Slide Show view when you move from one slide to the next during a presentation.

- v. What does the ribbon contain?

It contains various options in different Tabs. Groups are present under the Tabs where each Group contains the various Command Buttons.