



## Short Answer Questions

**1. What is a animation?**

Ans: Animation is the ability to move objects on a slide.

**2. Name the options that are available in a slide show.**

Ans: From beginning, from current slide, Custom slide show, Set up slide show are the options available in slide show.

**3. How can you play sounds in slides?**

Ans: Select Insert > Audio. Select Audio on My PC. In the Insert Audio dialog box, select the audio file you want to add. Select Insert.

**4. How can you insert video clips in a presentation?**

Ans: Select Insert > Video > This Device. Select the video you want and select Open to insert it in your slide.

**5. What is meant by Transition?**

Ans: Transitions are used to add visual effects to the slides.

## Long Answer Questions:

**1. How is animation helpful in a presentation?**

Animation on the slide can be used to draw audience's attention to a specific content. You focus on the important points and control the flow of information to develop the interest in your presentation.

**2. What is the difference between Entrance, Emphasis and Exit animation?**

Entrance : It determines the manner in which an object appears on a slide.

Emphasis : It is used to draw attention to an object.

Exit : It determines the manner in which an object leaves a slide.

**3. What are action buttons? Why do we use it in a slide?**

Action buttons are built-in shapes you can add to a presentation. It can be inserted into a presentation and which provide hyperlink to other slides or to other applications or files.

**4. Write the steps to insert your own sound in a presentation. Inserting your own sound:**

To add your own sound to the text, first you record your own sound to insert your own sound, follow these steps:

Step 1: Select the slide where you want to insert the recorded audio.

Step 2: Click on the Audio drop down arrow in the Media group on the insert tab.

Step 3: Choose Record Audio option from the drop-down menu.

Step 4: The Record Sound dialog box appears. By default, the sound will be named „Recorded Sound“. You can also change the name of the sound file.

Step 5: When you are ready, click on the record button to record the sound and when

you have finished recording, press stop button.

Step 6: You can use the play button to listen to the recorded sound.

Step 7: Click on Ok.

Step 8: A small speaker icon appears on the slide along with the play tool bar. Click on the play button to play the audio sound.

## 5. How will you apply Slide transition to your presentation?

Follow these steps to add transition effects:

Step 1: Select the slide to which you want to add a transition.

Step 2: In the Transitions tab, click on the desired Transition or click on More button in the Transition to this Slide group, for more options of transition for your slide.

Step 3: The current slide will display a preview of the selected effect.

Step 4: Click on the Effect options in the Transition to This Slide group to select an effect for the chosen transition.

Step 5: Select the sound you want to apply to your slide from the Sound pull-down menu in the Timing group.

Step 6: Specify the amount of time the transition should take by choosing a value in the Duration spin box in the Timing group.

Step 7: Click on the On Mouse Click checkbox in the Timing group if you want to advance the slide manually by clicking the mouse.

Step 8: Click on the After checkbox in the Timing group if you want the slide to advance automatically to the next one. You can specify the slide advance timings also. But remember to uncheck the box next to "On Mouse Click" if opting for this option.

Step 9: Click on Apply to All button to apply the selected effect on all slides otherwise those effects will be applied on the current slide only.

### Give three examples of each of the following:

- |                       |   |                                     |
|-----------------------|---|-------------------------------------|
| 1. Entrance animation | - | An object can move into a slide     |
| 2. Emphasis animation | - | The object may be darker or lighter |
| 3. Exit animation     | - | An object can move off a slide      |
| 4. Slide Transition   | - | Split                               |
| 5. Transition Styles  | - | Smoothy from Right                  |
| 6. Transition sound   | - | Arrow                               |

### Application based questions:

1. **Ranjana wants to record the national anthem in her own voice and insert it into her presentation. How can she do this?**

To record the national anthem in her own voice and insert it into her presentation, Ranjana can follow these steps:

#### **Recording the National Anthem:**

Use a microphone to record her voice singing the national anthem. After recording save the file.

#### **Inserting into Presentation:**

Open the presentation where she wants to insert the audio.

Locate the slide where the national anthem audio should play.

Go to the slide, click on "Insert" > "Audio" > "Audio on my PC"

Browse to the location where the audio file is saved

Select the audio file and click "Insert."

- 2. Swathi save a movie clip above the dinosaurs on her hard disk. She wants to add it to her slide. Help her with the steps.**

Here are the steps Swathi can follow to add a movie clip to her slide presentation:

1. Ensure the movie clip file is saved on her hard disk and is accessible.
2. Open the presentation software where she wants to add the movie clip.
3. In PowerPoint, click on the slide where she wants the movie to appear.
4. Go to the "Insert" tab Click on "Video" dropdown and then choose "Video on My PC"
5. Browse to the location where the movie clip file is saved.
6. Select the movie clip file and click "Insert."