

## CHAPTER-7

### INTRODUCTION TO POWERPOINT

#### D-WORDS.

1. Power Point.
2. Quick Access Toolbar.
3. Navigation pane.
4. Slides.
5. Template.
6. Placeholders.
7. Thumbnail.
8. Presentation.
9. Ribbon.
10. Graphics.

#### D. Answer the following questions.

1. Write the two different ways to create a new presentation.
2. The two different ways to create a blank presentation are,
  - By using blank presentation.
  - By using template.
2. List any two uses of a presentation
  - A PowerPoint presentation helps us in presenting the views and ideas effectively.
  - People in the business world use it to present information about their products or company in

Seminars and meetings.

3. Differentiate between the slides Navigation Pane and Slide Pane.

ans. Slide Navigation Pane

Slide Pane.

Slide Navigation Pane shows the thumbnail version of each slide at the left side of the presentation window.

Slide pane is the middle section of PowerPoint window where you can work directly on individual slides.

4. How will you run a presentation?

ans. We can run the presentation by pressing the F5 key in the keyboard.

E. Competency based question:

1. Mandira's teacher asked her to make a presentation using the pre-designed layout for making slides. Which feature will you suggest her to accomplish this task?

ans. Mandira can click on File → New and choose built-in template.