

November

# Enhancing a presentation

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Topics

1. Slide master
2. Master Views
3. Smart Art
4. Graphics
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8. Motion
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10. Drop-down menu

Answer the following:

1. what is slide master?

Ans The slide master is the top-most slide of presentation that stores information regarding the themes and slide layouts of the presentation including the fonts, background design etc.

2. what do you understand by creating a new custom layout?

Ans If you do not find a standard layout that suits your needs, you can create a custom layout that perfectly suits your slide content.

3. what are the benefits of using a chart in a presentation?

Ans A chart is an effective way to display data in a graphical form. It makes it easier to show comparisons and growth, relationship among the values and trends in data.

4 Define slide transitions.

Transition appears whenever one slide changes to other during the slide show. you can apply transitions to a single slide or all the slides.