

Month - August Ln-4 Power Up with Powerpoint
Std - IV - Basics of MS PowerPoint

D-words.

1. Presentation.
2. Slide
3. SmartArt
4. Theme
5. Animations
6. Transitions
7. Shortcut
8. Design
9. View
10. Media

F. Short answer questions.

1. How do you add text in PowerPoint slides?

Ans * Open insert menu

* Click on "Text box" in the menu.

* A new text box appears which can be moved and resized.

* To add text, click inside the box and type the text.

2. What is the purpose of the Notes Page View?

Ans. * Notes page view has space below each slide for adding speaker notes.

* It is useful for adding presenter notes

to refer to during presenting the slides

3. What are the different types of Presentation Views available in MS Powerpoint?

ans. The different types of Presentation Views available in MS Powerpoint are,

- * Normal view
- * Outline View
- * Slide Sorter View
- * Notes Page View
- * Reading View.

4. Name the three steps to create a successful Presentation.

ans. The three steps to create a successful Presentation are,

- * Plan.
- * Make.
- * Impress.

Note - Refer textbook for the lesson book back exercises Very short answers/short answers and Competency based questions.