

Unit 5 Digital Presentation

Check your Progress :

A. Multiple Choice questions

1. Which of the following option is not available on presentation wizard ?

- (a) Empty presentation
- (b) Form Template
- (c) Open new presentation
- (d) Open existing presentation

Ans: Empty presentation

2. Which of the following is not a part of main Impress window ?

- i. Slides pane
- ii. Workspace
- iii. Work Pane
- iv. Task Pane

Ans: Work Pane

3. Which of the following is not a section of tasks pane ?

- i. Master pages
- ii. Layouts
- iii. Custom View
- iv. Custom animation

Ans: Custom view

4. Which view button listed below is not one of those available in the workspace ?

- i. Normal view
- ii. Outline view
- iii. Thumbnail view
- iv. Notes

Ans: Thumbnail view

5. Which view is generally used for creating, formatting and designing slides ?

- i. Normal view
- ii. Outline view
- iii. Notes
- iv. Slide Sorter view

Ans: Normal view.

B. Fill in the blanks:

1. _____ is used to maintain consistency in design and colour in the presentation.

Ans: Master Slide

2. _____ view is used to view all the slides simultaneously.

Ans: Slide Sorter

3. _____ is used to perform basic operations on the presentation.

Ans: File menu.

4. Master page is used to modify the _____ of the slide.

Ans: basic architecture.

5. To create a new blank presentation use the key combination _____

Ans: ctrl + n

6. In every presentation first slide should be _____

Ans: Title slide.

7. To save a presentation we can use key combination _____

Ans: ctrl + S

8. In LibreOffice Impress by default the presentation is saved with _____ extension.

Ans: .odp

9. The keyboard shortcut key for slide show is _____

Ans: F5

10. The shortcut key to close the LibreOffice Impress is _____

Ans: ctrl + w

C. State whether the following statements are True or False-

1. The order of the slides cannot be changed in slides pane.

Ans: True.

2. Slide design or layout can be changed for multiple slides simultaneously.

Ans: True.

3. Every slide in a presentation has exactly one slide master.

Ans: True.

4. Animation once applied can be changed but cannot be removed.

Ans: False.

5. Slide names are included in outline view.

Ans: True.

6. The notes added to slides can be seen during the presentation.

Ans: False.

7. A presentation can have multiple slide masters.

Ans: False.

8. A user can create his/her own slide master.

Ans: True.

9. Once a predefined slide master is selected, the background of slide can not be changed.

Ans: False.

10. The text added to the header is displayed on the first slide only.

Ans: False.

D. Short answer questions (50 words)

1. List the possible multimedia contents that are included while creating a presentation.

Ans: i. Audio ii. Video iii. Image

iv. Animation

2. List the important points to be considered while making an effective presentation.

Ans: While making an effective presentation the following points to be considered-

a. On one page or slide we should try to include 5 to 8 lines.

b. While preparing the presentation we should keep the font size at 32 points or more so that the audience can easily read the contents.

- c. The grammar and language should be correct in our presentation to make good impression on the audience.
- d. Not more than two graphics(images, drawings, tables or charts) should be inserted in a slide.
- e. Not more than one animation or video should be included in a slide.

3. What are the advantages of using a presentation ?

Ans: The advantages of using a presentation are as follows-

- i. The concepts that are difficult to explain can be easily presented to the viewers in a simple way using a presentation.
- ii. The topics which are boring can be made interesting and engaging to viewers by using graphics, video and animation in the presentation.
- iii. Using a presentation information can be presented in visually appealing and structured manner that aids in better understanding and retention.
- iv. Machine parts and operations of various machines can be easily shown using a presentation.

4. What objects can be inserted to slides in Impress ?

Ans: Following objects can be inserted to slides in Impress –

- i. Shapes
- ii. Table
- iii. Chart
- iv. Text Box

5. What are the steps to add picture or object to the slide ?

Ans: The steps to add picture or object to the slide -

- i. select Insert->Image on the menu bar or click on the Insert Image icon located on the standard toolbar. The Insert Image dialog box opens.
- ii. Select the image file from the desired directory.
- iii. Click on Insert button. The selected image will get inserted in the slide.

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