



## G.D.GOENKA PUBLIC SCHOOL

Subject: Computer

Aspect: Textbook Work

Date: 26<sup>th</sup> August, 2021

Topic: More on PowerPoint 2016

**This material is not to be printed.**

### Instructions for students:

- Based on the understanding of the topic attempt book work given on page no 59 and 60 of the book in your Text book. Check the below given answers for self-correction.

- **Section A**

#### A. Fill in the Blanks:

1. A presentation is a collection of Slides that are arranged in a sequential manner.
2. Most of the view buttons are present in the Presentation Views group.
3. Ink Equations is the new feature using which you can add math equations into your presentation.
4. The Slide Sorter view displays a miniature view of the slides of a presentation.
5. Comments are a great way to provide feedback to others about their presentation.
6. The Photo Album is a feature that allows you to club your personal and business photographs together to use for a presentation.

#### B. State True or False:

1. There are 7 views available in PowerPoint 2016. False
2. By default, the Gray theme is applied to the PowerPoint Window. True
3. To move to the next slide in the slide show view, Esc key is used. False
4. Using Notes Page view, you can include the notes in a presentation that you send to the audience. True
5. Comments in a slide cannot be turned off. False
6. Using Convert to Shapes tool, you can convert the hand drawn shapes to uniform geometric shapes. True

**C. Application based Questions:**

- 1. Aaryan wants to create a Photo Album in which he wants to import six different pictures as six different slides. But he does not know how to do this. Help Aaryan in doing the same.**

**Ans: Steps to create photo Album:**

**He will go to Insert tab, under the Image groups select the New Photo Album from the Photo Album Drop down menu.**

**Choose the File/Disk tab to pick pictures under the Insert Picture from section.**

**Select as many pictures he need to insert in the album.**

- 2. Roopali has created a presentation with 16 slides. The teacher has asked her to display all the slides on a single screen. Help her in selecting the appropriate view.**

**Ans: Slide Sorter View**

GDGPS