



Note: The given content need not to be printed.

Chapter 4: Microsoft Powerpoint 2016 (Solutions)

Aspect: Summative assessment:(page No 85 & 86)

Students are requested to complete bookwork on book and Question/answers on notebook only.

SECTION-B

A. Multiple choice Questions:

1. Which among the following options opens the Home Tab?
a. Alt+F4 **b. Alt+H** c. Alt+M
2. What is the Name of the area where we can type the information about the current slide?
a. Title bar b. Comment **c. Notes Pane**
3. The _____ contains frequently used commands.
a. Ribbon b. Tab **c. Quick Access Toolbar**
4. The _____ shows a thumbnail version of each slide.
a. Slides Tab b. Status Bar **c. Slides Navigation Pane**

B. Answer the following:

Qno.1: How is Presentation different from a Slide?

Ans 1 : A Presentation is a collection of Slides arranged in a systematic order that displays the Information along with graphics, sound and animation. Where as , A slide is like a page of a Powepoint Presentation that displays some information about a Topic.

Qno2 : List the uses of a Presentation?

Ans 2:

- A Powerpoint Presentation is widely used in Presenting the views and ideas effectively by creating a good visual impact on the audience.
- People in the business world can use it to present information about their products or Company in seminars and meetings.

Qno.3: Differentiate between Slides Navigation Pane and Slide Pane?

Ans 3: The Slides Navigation pane is a small window on the left side of the Presentation Window. It shows a thumbnail version of each slide.If you want to see the large view of any thumbnail, click on it. The selected slide appears in the slide pane. We can add,

delete, duplicate and rearrange slides in the Slide Navigation Pane. Where as, Slide Pane is the middle section of Powerpoint window where we can work directly on individual slides.

Q no.4: Define the term Placeholder?

Ans 4: Placeholders are the dotted rectangular boxes that are part of most slide layouts. The Placeholders hold text, images and other objects on a Slide.

Q no.5: What do you understand by the term Templates?

Ans 5: A Template is a pre- designed presentation, that includes custom formatting and designs. It can save a lot of time and effort when starting a new Presentation.