



G.D.GOENKA PUBLIC SCHOOL

Subject: Computer

Aspect: Note Book Work

Date: 17th September, 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. 61 of the book in your Text book. Check the below given answers for self-correction.

- **Section B:**

C. Answer the Following:

1. What is the use of slide sorter view?

Ans. Slide Sorter View is used to display a miniature view of all the slides of a presentation. It is used to change the order of slides, insert or delete the slides, add transitions and set the timings for the slide show.

2. State the difference between:

1. Slide	Presentation
A slide is like a page in a presentation, containing brief information that one want to communicate to the audience.	A presentation is a collection of slides arranged in a sequential manner to convey new ideas and impart information effectively.

2. Normal View	Outline View
Normal view is the main editing view used to write and design the slides for the presentation.	The outline view displays only the text on slides in the outline pane.
Normal View is used to add text, graphics, sound, animation and other effects to the slides.	This View allows to quickly edit the text on the slides and view the contents of all the slides at once.

3. Explain the Utility of Smart Lookup?

Ans. The Smart Lookup feature allows you to find the information for the selected word or phrase on the web using the search engine Bing.

4. What do you understand by Comments? How are they useful?

Ans. Comments are a way to provide feedback to others about their presentation. They can be also used to collaborate and work together on a presentation.

5. What is the utility of photo album?

Ans. Photo Album feature allows to club personal and business photographs together to use for a presentation.

6. How is Ink Annotation helpful to you?

Ans. Ink Annotation enables to annotate with ink, to write notes, create drawings, highlighting a key concept. It also convert the hand drawn shapes to uniform geometric shapes by selecting them and then selecting Convert to Shapes.

7. What is the use of Ink Equations?

Ans. Ink equations helps in adding math equations into the presentation.

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