



G.D.GOENKA PUBLIC SCHOOL

Subject: Computer

Aspect: Text Book and Note Book Work

Date: 15th September, 2021

Topic: Enhancing a Presentation

This material is not to be printed.

Instructions for students:

- Based on the understanding of the topic attempt book work given on page no. 34 and 35 of the book in your Text book and write Answer the following in your note book . Check the below given answers for self-correction.

- **Section A:**

A. Fill in the blanks:

1. Transitions
2. Text and object
3. Action Button
4. Microphone
5. From Beginning
6. Loop until Stopped

B. State True or False:

1. False
2. True
3. False
4. True
5. True
6. False
7. False

C. Application Based Questions:

- 1. Action Buttons**
- 2. Outline in document view group in MS word**

Section B:

A. Multiple choice questions:

- 1. Ctrl + D**
- 2. Animation**
- 3. .wav**
- 4. (*)**

B. Answer the following:

- 1. What do you understand by Animation? How is it helpful in a presentation?**

Answer:- The ability to move objects like text, Graphics, logos, charts etc, in any direction of the slide is called animation. Animation is quite beneficial when you wish to focus on important points. It also controls the order of flow of information and helps in increasing the interest of audience.

- 2. What is meant by Transition?**

Answer:- Transition effect appear when one slide changes to other during slide show view. You can apply transition effects to a single slide as well as to all the slides.

- 3. How will you insert your own sound in presentations?**

Answer :- Sound file can be added from the files stored on your computer.

- Select the slide where you want to add sound**
- Select the insert tab, click on Audio drop down arrow in the media group. Choose the Audio from file option from the menu. The insert audio dialog box will appear. select the location, click on audio file then apply and ok**

- 4. What is an action Button? Why do we use it in a slide**

Answer:- Action buttons are built in button shapes the that you can add to a presentation and set to link to another slide play a sound or perform some other action.