Class: Five   **Worksheet: Making Presentations Interesting**   **Computer**

1. Answer the following questions.

i. You are going to create a presentation for Earth Day. Which is the quickest way to do this?

Ans. The quickest way to create a presentation is with the **Themes** feature which provides the user with a set of colors, fonts etc.

ii. Is the quickest way always the best way to create a presentation?

Ans. The quickest way is not always the best way as it may not give us the necessary time to put in details and personal touch.

iii. Which Smart Art graphic can you use to create a family tree?

Ans. We can use **Hierarchy** which is a Smart graphic to create a family tree.

iv. What feature can you use if you do not want to copy the addresses and phone numbers down from a website?

Ans. To avoid copying the addresses and phone numbers from a website, the feature we can use is **Screenshot** in the **Images** group

v. Write the four types of print layouts.

Ans. The four types of print layouts are:

1. Full Page Slides
2. Notes Pages
3. Outline
4. Handouts

2. Fill in the blanks.

i. A single page in a presentation is **slide.**

ii. The main editing view used to create and design a presentation is **normal** view.

iii. An image or a picture of the display on your screen is called a **screenshot.**

iv. **Outline** layout prints the overall text of the entire presentation**.**

v. The **exit** effect is for the object to leave the slide.

3. True or False.

i. Entrance effect is for how the object will enter the slide.

True

ii. Volume sign changes the volume of the audio.

True

iii. If you want to see how transition will look in the slide show, click the start button.

False

iv. The Outline view is the default view of the presentation.

False

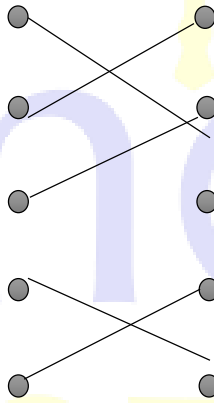**v.** There are three types of print layouts.

False

4. Match the columns.

Column A	Column B
Default view	Ctrl + D
Duplicate a slide	Set of colors
Theme	Normal view
Special effects	Display photographs
Photo album	Animation

5. Jumble words.

i.   RESTIN   <u>INSERT</u>

ii.   NEDGIS   <u>DESIGN</u>

iii. ALERNOITPHIS   <u>RELATIONSHIP</u>

iv.   TREES   <u>RESET</u>

v.   LUMEVO   <u>VOLUME</u>

6. **Word search.**

MATRIX	CYCLE	PROCESS	LIST	PYRAMID

P	Y	R	A	M	I	D	T	M
X	R	E	P	E	A	T	X	A
P	R	O	C	E	S	S	S	T
T	A	S	W	H	I	L	E	R
S	H	L	I	S	T	G	N	I
R	L	E	A	R	N	E	R	X
E	M	B	R	E	A	K	E	R
P	E	C	Y	C	L	E	E	W

7. **Long Question.**

How can we insert a video from internet in a presentation?

Ans.

The steps to add video to the presentation are:

1. Click the **video option in the** Media group on the **Insert** tab. A menu opens.
2. Select and insert a video file from the internet and click insert.
3. The video will be added to the slide. Click **Play/Pause** button below the video. The video will play.
4. The **playback** tab has the **video Options** group which has commands to control how the video will play.
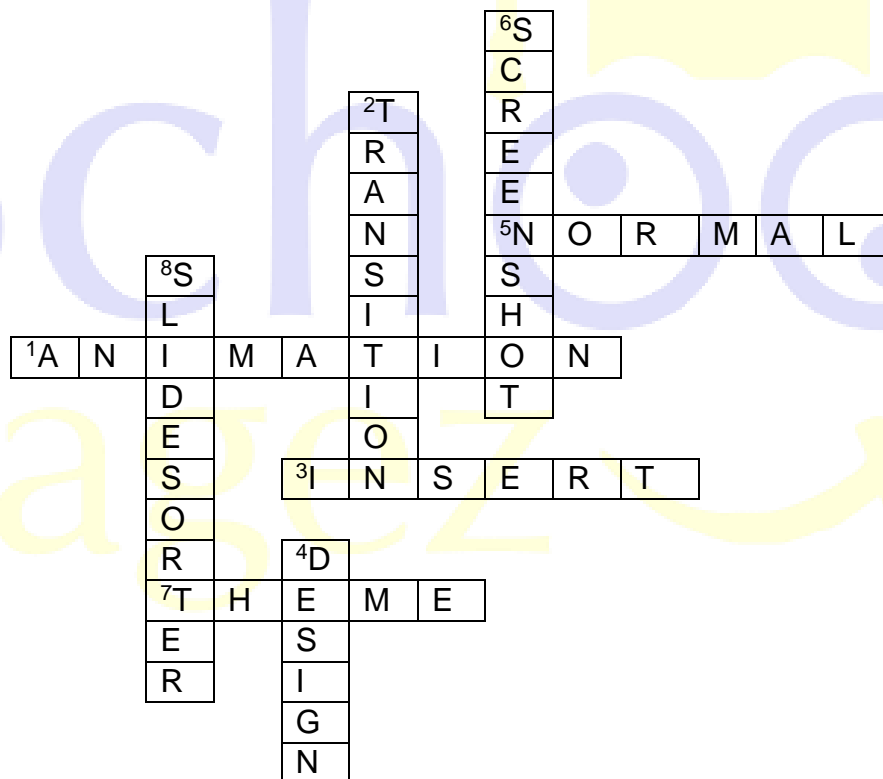
8. Crossword

Across

1. A special sound or visual effects on a slide.

3. The tab used to add pictures, video, audio, text box to slide.

5. The main editing view used to create and design a presentation.

7. A set of colors, fonts and special effects that you can use for the slides of a presentation.

Down

2. A special effect that appears when you move from one slide to the next.

4. The tab from where you can use theme.

6. An image or a picture of the display on your screen.

8. The view used to see all slides of a presentation in miniature form on the screen.

								6S				
								C				
					2T			R				
					R			E				
					A			E				
					N		5N	O	R		M	A	L
8S					S			S				
L					I			H				
1A	N	I	M	A	T	I	O	N			
D					I			T			
E					O					
S		3I	N	S	E	R	T		
O							
R		4D				
7T	H	E	M	E	
E		S		
R		I		
		G		
		N		

9. Who am I?

i.   I am text printed at the top of each page in a document.
<u>**Header**</u>

ii.   I am the tab which has options for inserting endnotes and footnotes.
<u>**INSERT**</u>

iii. I am a command in K Turtle used to get out of the loop.
<u>**Break command**</u>

iv.   I am text that is printed at the bottom of each page.
<u>**Footer**</u>

v.   I am a page in a presentation.
<u>**Slide**</u>

10. Complete the following program.

```
learn square $a {
repeat 4 { forward $a turnright 90} }
```

Also write the statements for the following:

a) **Change the pen width to 5.**
   penwidth 5

b) **Statement to draw a square of size 50 and size 90.**
   square 50; square 90

11. Drag and Drop

From current slide	From beginning	Notes pages	Full page slides	Outline

It prints a full page for each slides in the presentation.	Full page slides
It prints each slides along with any speaker notes for the slide.	Notes pages
It prints the overall text of the entire presentation.	Outline
It start the slide show from the first slide.	From beginning
It start the slide show from the current slide.	From current slide

12. Comprehension

vi. You are going to create a presentation for Earth Day. Which is the quickest way to do this?

Ans. The quickest way to create a presentation is with the **Themes** feature which provides the user with a set of colors, fonts etc.

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x. The **exit** effect is for the object to leave the slide.

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vii. Volume sign changes the volume of the audio.

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viii. If you want to see how transition will look in the slide show, click the start button.

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S	H	L	I	S	T	G	N	I
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Crossword grid solution:
- 6 Down: SCREEE... (S C R E E N)
- 2 Down: TRANSITION
- 5 Across: NORMAL
- 8 Down: SLIDESORTER
- 1 Across: ANIMATION
- 3 Across: INSERT
- 4 Down: DESIGN
- 7 Across: THEME

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11.   Comprehension

The program was created in a software company named Forethought, Inc. by Robert Gaskins and Dennis Austin. It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft. The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990). It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting. The file extension of a saved PowerPoint presentation is ".ppt". A PowerPoint presentation comprising slides and other features is also known as PPT.

1. What is the file extension of PowerPoint presentation?

Ans. its file extension is .ppt.

2. When was the PowerPoint released?

Ans. It was released on April, 1987.

3. When was the first version of PowerPoint introduced? Write its name.

Ans. The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).

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