



Chapter-5 Presentation Using Power Point

A. Multiple Choice Questions.

- Which of the following views not one of Power Point views?
 - Slide Sorter view
 - Slide view
 - Slide Show view
 - Sorter view
- The Save As dialog box can be used for?
 - Saving the file for the first time
 - Save the file by some alternative name
 - Saving a file in a format other than word
 - All of the above
- In which tab to insert the video from file in Power Point 2013?
 - Insert tab of media group
 - Insert tab of symbols group
 - Home tab of editing group
 - Insert tab of images group
- An electronic page in a presentation is called:
 - Slide
 - W-slide
 - E-page
 - Page
- Which of the following shortcut used to insert New Slide?
 - Ctrl + M
 - Ctrl + N
 - Ctrl + O
 - None of the above
- Which extension is given to the Power Point document by default?
 - .EXT
 - .COM
 - .PPT
 - None

7. Which of the following menus has the background?

- a. Format
- b. View
- c. Insert
- d. Slide Show

8. Which of the following is true in relation to Clip Art?

- a. PowerPoint displays available pictures in the Clip Art Gallery
- b. You can use a toolbar button or a placeholder to insert Clip Art
- c. You can re-color Clip Art
- d. All of the above

9. In which view does the notes pane appear?

- a. Normal view
- b. Outline view
- c. Both a and b
- d. None of the above

10. In Handout master, the footer area appears at:

- a. Top of the page
- b. Bottom of the page
- c. Center of the page
- d. None of the above

11. You can show the shortcut menu during the slide show by:

- a. Clicking the shortcut button on the ribbon
- b. Right clicking the current slide
- c. Clicking an icon on the current slide
- d. Both a and b

12. Which of the following allows you to select move then one slide in a presentation?

- a. Alt + click each slide
- b. Shift + drag each slide
- c. Shift + click each slide
- d. Ctrl + click each slide

13. The Power Point view that displays only text (title and bullets) is:

- a. Slide show
- b. Slide sorter view
- c. Note page view
- d. Outline view

14. To add a header or footer to your handout, you can use:

- a. Title master
- b. Slide master
- c. Handout master
- d. All of the above

15. What is the easy way to apply varied animation to text on slides?

a. Apply effects in the custom animation text pane

b. Apply an animation scheme

c. Customize bullets with animated clipart

d. All of the above

B. State whether the following statements are True or False.

1. You can view a presentation using one out of ten views provided Power Point.

2. The Slide sorter view button automatically sort the slides alphabetically.

3. Outline view, Slide view, and Slide Show are different ways of viewing the same sets of slides.

4. Closing a presentation and exiting a Power Point is the same thing.

5. You shut down Power Point 2010 using the close button.

6. The first time you save a presentation, you must name it.

7. A text box can be placed anywhere on the slide.

8. Print settings and print preview appear side by side in the backstage view.

9. A table can be inserted in Power Point slide only if MS-Word is also installed.

10. Animation effects appear in the design tab.

11. Both .wav and .mid files are the two kind of sound effects files that can be added to the presentation.

12. Placeholder grow and shrink to accommodate any text that you enter.

13. Rotate is the term used when a clip art image changes the direction of faces.

14. Inserting a new slide is used when you want to add a slide to an existing presentation.

15. Slide sorter view is the best way to use when setting transition effects for all slides in a presentation.

C. Match the following:

1. To use when setting transition effects for all slides in a presentation:	a. Method of moving item on a slide
2. Rehearsal:	b. PowerPoint
3. Color Scheme:	c. Slide sorter view
4. Motion Path:	d. Predefine Ellipse motion
5. Program used for presentation:	e. To set custom timings for slides in a presentation
6. Power Point presentation are given extension:	f. Slide show
7. A set of notes is required to aid the presenter:	g. Speaker's notes
8. An electronic presentation, which can be run on the screen of your computer screen:	h. .pptx
9. An electronic page that contains information about the presentation topic:	i. Slide
10. A set of slide elements that help in creating a new slide for a presentation	j. Slide master
	k. Slide layout

D. Fill in the blanks.

a. Animation	b. Custom animation	c. Subtitle	d. Handout	e. Slide sorter view	f. Transition
g. Templates	h. Slide master	i. Slide master	j. Placeholders	k. Slide	

1. A slides contains various elements, namely title, _____ drawing objects, and clipart or pictures.
2. The _____ effects are used to apply movements to the images and objects in the slides.
3. A _____ is a special view of the presentation which is suitable to be printed and distributed to the audience.
4. The _____ effects are special types of effects that are allow you to specify how you want to navigate from one slide to the other.
5. _____ to set the timing for each objects.
6. Boxes contain object such as the slide title, bulleted text, charts, tables and pictures are called _____.
7. _____ are the areas on the slide that are enclosed by dotted border.
8. In which view to change the order of slides _____ view option.
9. The pre-defined style that can be used for presentation in PowerPoint is called _____.
10. _____ option is used to make a similar types of formatting in every slide in PowerPoint.

Answers

A	1. A	2. D	3. A	4. A	5. A
	6. C	7. A	8. D	9. C	10. B
	11. B	12. C	13. D	14. C	15. B
B	1. F	2. T	3. T	4. T	5. T
	6. T	7. T	8. T	9. T	10. F
	11. T	12. T	13. T	14. T	15. T
C	1. C	2. E	3. D	4. A	5. B
	6. H	7. G	8. F	9. I	10. K
D	1. C	2. A	3. D	4. F	5. B
	6. I	7. I	8. E	9. G	10. H