



## Chapter-5 Presentation using Powerpoint (English Version)

Q.1:- What is the difference between Animation and Transition?

Answer:-

Slide transitions are the animation effects that are applied to a whole slide whereas animation effects are applied to objects (text, shape, picture and so on) on a slide. For a slide, you can have only one transition effect while each object on the slide can have multiple animation effects.

Transition effects appear in PowerPoint slide show view when slides change from one to the next. Like animation effects, we can control the speed of each slide transition effects, and we can also add music or sound.

Transition and animation effects provide visual impact and grab the audience's attention but when to use them entirely depends upon your context and target audience. A balanced use of animation and slide transitions can lead to effective presentations which will keep your audience attentive and awake.

**Q.2:- How are transition effects helpful in creating an effective PowerPoint?**

**Answer:-**

Transition effects are special effects that play when you view a presentation in slide show. In other words, transition effects appear after vanishing of the current slide and before the appearance of the next slide. These effects are used to enhance the initial appearance of the slides.

**Q.3:- What is the difference between a slide and a slide show?**

**Answer:-**

A slide is a electronic page that contains information about the presentation topic. On the other hand a slide show is defined as an electronic presentation, which can be run on the screen of your computer system or any projection device.

**Q.4:- What do you understand by a presentation?**

**Answer:-**

A presentation is a sequential collection of slides in which each slide displays some information in the form of text or graphics.

**Q.5:- Define the Slide Sorter view and its significance?**

**Answer:-**

In PowerPoint, the slide Sorter view refers to a view that shows thumbnail versions of all your slides arranged in horizontal rows. This view is useful to make changes to several slides simultaneously.

Using the Slide Sorter view, you can easily arrange the order of slides, create duplicate slides, and also delete them.

**Q.6:- What do you understand by animation and how does it help in enhancing a presentation?**

Answer:-

Animation refers to the visual effects that are added to the text as well as to other objects in the slides in your presentation. In other words, animation effects are used to apply movement in the images and objects in slides. The use of animation enhances your presentation and makes it more attractive.

**Q.7:- Explain the following terms and how they help in creating more effective and eye-catching presentations**

a. Animation effects

b. Transition effects

Answer:-

A. Animation effects refer to the visual effects that are added to the text as well as other objects in the slides in our presentations. Animation effects are used to apply movement in the images and objects in slides. The use of animation enhances your presentation and makes it more attractive.

B. Transition effects refer to the special effects that play when we view a presentation in the slide show. In other words, a transition effect plays after

vanishing of the current slide and before the appearance of the next slide.

### Q.8:- How can you record a slide show in PowerPoint 2013?

Answer:-

To record a slide show in Powerpoint:

- a. Click the slide show tab, then locate the Set Up group
- b. Click the Record slide Show dropdown arrow. Select either start recording from current Slide or Start recording from Beginning.
- c. A dialog box will appear, select the desired options. 'Select and animation timings' and second option is 'Narration and laser pointer', and then click on the 'Start recording' option.
- d. Soon, we click on 'Start Recoding' our presentation will open on a full screen.
- e. Perform our slide show when you are ready to move to the next slide. Click the 'Next' button represented with an arrow mark on the Recoding Toolbar.

### Q.9:- How can you create a video in PowerPoint 2013?

Answer:-

To record a slide show in PowerPoint:

- a. Select the File tab.
- b. Select Export and then click Create a Video. A video export option will appear on the right.
- c. Click the drop-down arrow next to Computer and HD displays for the size and quality of our video.

- d. Select the option according to whether you want to record narration or not.
- e. Click Create Video and then save the video.

**Q.10:- How to use Notes Page view?**

Answer:-

Notes page view can be used in the following ways:

- a. Go to view tab.
- b. Click the Notes page command in the presentation views group.
- c. Type your notes in the text box, or use the scroll bar to review your slides.