IMPRESS – Digital Presentation

Class IX Unit 5

Multiple choice Questions

- Which of the following option is not available on Presentation Wizard?
    1. **Empty presentation**
    2. Form template
    3. Open new presentation
    4. Open existing presentation
- Which of the following is not a part of main impress window?
    1. Slides pane
    2. **Workspace**
    3. Work pane
    4. Task pane
- Which of the following is not a section of tasks pane?
    1. Master pages
    2. **Layouts**
    3. Custom view
    4. Custom animation
- Which view button listed below is not one of those available in the workspace?
    1. **Normal view**
    2. Outline view
    3. Thumbnail view
    4. Notes
- Which view is generally used for creating, formatting and designing slides?
    1. Normal view
    2. Outline view
    3. Notes
    4. **Slide Sorter view**
- The slide show can be exited at any time during the show by pressing which of the following keys?
    1. Space bar
    2. End key
    3. Break key
    4. **Esc key**

- Which of the following features is used to create a new slide show with the current slides but presented in a different order?

1. Rehearsal
2. Custom slide show
3. **Slide show setup**
4. Slide show view

- Which of the following features is used to progress the slide show automatically while speaking on the topic?

1. **Custom Animation**
2. Rehearse Timing
3. Slide Transition
4. Either (a) or (b)

Fill in the blanks

1. *Master Slide* is used to maintain consistency in design and colors in the presentation.
2. *Slide Sorter* view is used to view all the slides simultaneously.
3. *File Menu* is used to perform basic operations on the presentation.
4. Master page is used to modify the *Base Architecture* of the slide.
5. To create a new blanks presentation, use the key combination *Ctrl+N*.
6. In every presentation, first slide should be *title Slide*.
7. To save a presentation, we can use key combination *ctrl+s*.
8. In LibreOffice Impress, by default the presentation is saved with **.odp* extension.
9. The keyboard shortcut key for slide show is *F5*.
10. The short cut key to close the LibreOffice impress is *CTRL+w* .
11. The short cut key to insert a new slide is *CTRL+M*.
12. The *NORMAL* view is used to apply animation on the content of slide.
13. A paper copy of presentation given to the audience is known as *HANDOUTS*.
14. To play a sound during transitions, select a sound from the *SOUND* list.
15. To play the sound repeatedly, the *LOOP UNTILL NEXT SOUND* is used.

State whether the following statements are True or False

1. The order of the slides cannot be changed in slides pane – **TRUE**
2. Slide design or layout can be changed for multiple slides simultaneously.-**TRUE**
3. Every slide in a presentation has exactly one slide master.-**TRUE**
4. Animations once applied can be changed but cannot be removed.-**FALSE**
5. Slide names are included in outline view.-**TRUE**
6. The notes added to slide can be seen during the presentation.-**TRUE**
7. A presentation can have multiple slide master.-**FALSE**
8. A user can create his/her own slide master.-**TRUE**
9. Once a pre-defined slide master is selected, the background of slide cannot be changed.-**FALSE**
10. The text added to the header is displayed on the first slide only.-**FALSE**
11. The text added to the footer is displayed on the last slide only.-**TRUE**
12. User can create his/her own template and use it in the presentation Wizard.-**TRUE**
13. The Notes View is used for the audience.-**FALSE**
14. It is not possible to insert audio or video clips in the presentation.-**FALSE**
15. Header and footer can be inserted in the presentation.-**TRUE**

Full Forms Computer Terms

PC – Personal Computer

IT – INFORMATION TECHNOLOGY

CD – Compact Disk

DVD – Digital Versatile Disc
CD-ROM – Compact Disk – Read Only Memory

RAM – Random Access Memory

ROM – Read Only Memory

DRAM – Dynamic Random Access Memory

SDRAM – Synchronous Dynamic Random Access Memory

SRAM – Static Random Access Memory

PROM – Programmable Read Only Memory
CPU – Central Processing Unit

ALU – Arithmetic Logic Unit

DVD-RAM – Digital Versatile Disk – Random Access Memory

HDD – Hard Disk Drive

FDD – Floppy Disk Drive

LCD – Liquid Crystal Display
LED – Light Emitting Diode

FDD – Floppy Disk Drive

FDD – Floppy Disk Drive

HDD – Hard Disk Drive

GB – Gigabytes

TB – Terabytes

GHz – GigaHertz

MHz – MegaHertz

KBps – KiloBytes per second

MB – Motherboard or Megabyte

LAN – Local Area Network

MAN – Metropolitan Area Network

WAN – Wide Area Network

USB – Universal Serial Bus

VCD – VIDEO COMPACT DISK

CRT – CATHODE RAY TUBE.

VGA – Video/Visual Graphic Adapter

VDU – Visible Display Unit

HLL – High Level Language

LLL – Low Level Language

SEO – SEARCH ENGINE OPTIMIZATION

WWW – World Wide Web

ISP – Internet Service Provider

Question Answer

Q1.   What is Presentation?

Ans.   Presentation is a program, which performs the task of opening the information in Slides format with some multimedia features like Open, Create, Edit, Formatting, Share and Print etc. Impress is also a part of Libre Office.

Q2.   What can we do in the presentation?

Ans.   Presentation we can do the following -

1. Preparing a slide by Art Galary.
2. Creating graphical objects through animation.
3. To present a program of bussiness by slide.
4. It is used in the fields of education business, medical, engineering and research.

Q:-   How many ways to insert a movie in Impress software?

Ans:-   We can insert a movie in two ways

- Using insert tab
- Using Title and Content Layout Option

Q:-   How to insert a movie clip in presentation software?

Ans:-   Presentation allows the user to add movie clips to the presentation colorful and meaningful. We can insert movies or You tube videos downloaded from the internet.

- Click on Movie option under Media clips group in the Insert tab.
- We can select the Movie from file….option to insert the movie clip.

Q:-   How to work with tables in presentation?

Ans:-   presentation software enables the user to add tables in the slides in order to represent the statistical data meaningfully.

We can insert a table in two ways

- Using insert tab
- Using Title and Content Option.

Q:-   What is Transition? Or what is Slide Transition?

Ans:-   Transition effects can help in increasing audience's interest during a presentation. A slide transition is the visual motion when one slide changes to the next during a presentation. Most presentation software provides many different transition effects that you can use to liven up your slide show.

Q:-   List of the transition effects available in a presentation software.

Ans:-   Fades and Dissolves, Wipes, Random, push and cover, stripes and wars.

Q:-   What is Animation?

Ans:-   Animation are helpful way to make our slides look more dynamic. They are also great way to reveal text or object on a slide one step at a time. To apply an animation, select the Animate option available in Animations group under the Animation tab.

Q:-   How to group of objects in presentation software?

Ans:-   Grouping can help when we want to move, rotate or resize multiple objects in a presentation. We can group objects such as pictures, clip art, shapes and text box.

The three options available under group dropdown option are Group , Regroup, Ungroup.

Q:-   Explain or What is Speaker Notes in presentation software?

Ans:- **Speaker notes** are **notes** added to **Impress** presentation slides as a reference for the **presenter**. An area of a **Impress** slide that is hidden during the presentation is reserved for **notes** for the **speaker**.

Q:-   How to make an attractive and effective presentation in Impress?

Ans:-   There are few topics to make an effective presentation :-

· Know your topic	· Use key phrases about your topic
· Avoid too much text on each slide	· Limit the number of slides
· Plain the layout of your slide	· Avoid fancy fonts
· Use contrasting colors for text and background	· Use a slide design template
· Use animation and transitions	