

Class 6th (Visual Effects and Presentation)

A. Fill in the blanks.

1. Transitions 2. Action Button 3. Microphone 4. Reading 5. Loop until Stopped

B. Write T for True and F for False.

1. T 2. F 3. F 4. F 5. T

C. Application-based questions.

1. Action buttons

2. By choosing the Slides from Outline option from the New slide drop-down.

3. Numbers indicate the sequence of animations applied to the objects and text.

D. Select the correct option.

1. a 2. a 3. a 4. a 5. c

E. Application-based questions.

1. The ability to move the objects, like text, graphics, charts, logos, etc., in any direction of the slide is called animation. It is quite beneficial when you wish to focus on important points. It also controls the sequence of the flow of information and helps in making information more impressive.

2. Transitions appear when one slide changes to the other during the Slide Show.

3. To add your own audio to the slide, click on Insert > Audio >

Record Audio. Type a name for the audio and click on the Record button to start recording. After recording your audio, click on the Stop button and then OK. The Audio icon appears on the slide denoting that the audio file has been embedded in the slide.

4. Action buttons are built-in button shapes that can be added to a presentation and set a link to another slide, play a sound, or perform some other action.

5. The Slide Sorter View is helpful when you need to change the order of the slides, insert or delete the slides, add transitions, and set the timings for the Slide Show.

6. The Normal View is the default view of the PowerPoint. It is the main editing view, which is used to write and design the slides for the presentation.

7. The Reading View allows you to view the presentation as a slide show that fits within a window. The Outline

View displays only the text on your slides, in the Outline pane. This view allows you to quickly edit the text

on the slides and view the content of all the slides at once.

8. To import data, click on View tab and select the Slide Sorter option, then click on the New Slide drop-down

menu on the Home tab and select the Slides from Outline option.

Locate the file and click on open.