**6th std. 2nd unit test**

**(6) MS POWERPOINT: Introduction to presentation software**

**Hard words:-**

1) Extension- An extra 2) Resize- Alter the size of something

3) Stepping stone- One of a line of flat stones that you can step on in order to cross a river

4) Audio-visual films- Using both sound and pictures 5) Wrap up- Be quiet

6) Animation- Moving images created from drawings, models etc.

7) Delve – To search inside something

8) Situation- The things that are happening in a particular place or at a particular time

9) Miniature- A small copy of something which is much larger

10) Transition- A change from one state to another

Exercise:-

**Q. 1) Name the following with respect to parts of the PowerPoint Window.**

1) It has the control box and control menu.

Ans. **Title bar**

2) It allows you to insert hyperlinks and symbols.

Ans. **Insert tab**

3) It allows you set the slide show timing and start the slide show.

Ans. **Slide- show tab.**

4) It allows you apply transition effects to the slide.

Ans. **Transition tab**

5) It shows only the structure or the skeleton of your presentation.

Ans. **Design tab**

**Q 2) State whether the following statements are true or false**.

1. PowerPoint presentation can have text only.

Ans. **False**

1. PowerPoint closes if you press the F4 key holding the Ctrl key down.

Ans.  **False**

1. PowerPoint window has three panes –Outline, Slide and Notes.

Ans.  **True**

1. PowerPoint files are saved as “.ppx”.

Ans. **False**

**Q. 3) Give the uses of the following menus.**

1. **File** - To create, open, save, preview, print and close a presentation. It also contains the command

to exit the application.

1. **Insert** - To insert tables, pictures and charts in presentation.
2. **Transitions** - To apply different transition effects such as Cut, Fade, Push and many more.
3. **Slide Show** - To start a slide show and set up slide show timing. The Slide Show tab

contains three groups - Start slide show, Set Up and Monitors.

**Q. 4) Define**

1) Presentation.

Ans:- Presentation is a method of delivering an idea or a message across to an audience.

This can be done in different ways like plain reading, audio-visual films or interactive sessions. It depends on what the situation demands.