Zed-King
GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

COURSE ON COMPUTER CONCEPTS
PRESENTATION

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5.0 Introduction

> *A presentation is a collection of slides that are shown one after another to explain an idea to an audience. The application software used to create, edit, format and show such slides is called a **presentation package**.*

Teachers, students, businessmen and officers use presentations for lectures, training, project reports, product demonstrations and meetings. Each page of a presentation is called a **slide**. A slide can contain text, pictures, tables, charts, shapes, sound and video, and the slides can be shown on a computer screen or a projector as a **slide show**. Popular presentation packages are given below.

Package	Company / Type	File Extension
MS PowerPoint	Microsoft (paid; part of Microsoft Office / Microsoft 365)	.pptx (older .ppt)
LibreOffice Impress	The Document Foundation (free, open source)	.odp
Google Slides	Google (free, online, works in browser)	Google Slides (can download .pptx / .pdf)
WPS Presentation	Kingsoft (free version available)	.pptx / .dps
Apple Keynote	Apple (Mac, iPhone and iPad)	.key

Features of a Presentation Package

Feature	Description
Slides & Layouts	Add, delete, copy and rearrange slides; ready-made layouts for title, text, pictures and tables
Text Formatting	Change font, size, colour, alignment, bullets and numbering
Themes & Templates	Ready-made designs, colours and backgrounds for a professional look
Pictures, Shapes & SmartArt	Add clip art, photos, shapes, diagrams, charts and WordArt
Tables & Charts	Show data in rows, columns and graphs
Audio & Video	Insert sound, music, narration and movies
Transitions & Animation	Effects while moving between slides and for objects on a slide
Slide Show Tools	Run the show, use pen/pointer, set timings, loop or kiosk show
Notes & Handouts	Speaker notes for the presenter and printed handouts for the audience
Save, Print & Share	Save in many formats, print, export as PDF or video and share by e-mail

Basic Terms

Term	Meaning
Presentation	A file containing a group of slides (e.g., Lecture.pptx)
Slide	A single page of a presentation
Slide Show	Displaying the slides one by one in full screen
Placeholder	A dotted box on a slide that holds text, a table, a picture, a chart, etc. (e.g., "Click to add title")
Layout	The arrangement of placeholders on a slide (Title Slide, Title and Content, etc.)
Theme / Template	A ready-made design of colours, fonts, effects and background

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Term	Meaning
Slide Master	The main slide that controls the design of all slides
Transition	The effect shown when one slide changes to the next slide
Animation	The effect applied to text or objects inside a slide
Handout / Notes	Printed copies of slides for the audience / text for the presenter

Exam Tip: Presentation package = slides (PowerPoint, Impress). Word processor = documents (Word, Writer). Spreadsheet = calculations (Excel, Calc).

5.1 Objectives

After studying this chapter, you will be able to:

- Explain what a presentation package is, open it and identify the parts of its window
- Create a presentation using a template or a blank presentation, and save it
- Insert and edit text; insert, delete, copy, hide and rearrange slides
- Insert tables, clip art, pictures and other objects; resize and scale objects; use the Slide Master
- Set up and run a slide show; apply transitions and timings; automate a slide show
- Improve slides with text effects, colours, line styles, movies, sound, headers, footers and notes
- Print slides, notes pages and handouts, and save a presentation as PDF

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5.2 Creation of Presentation

This chapter explains **MS PowerPoint** (Microsoft 365 / 2021 / 2019 look) and also gives the matching steps for **LibreOffice Impress**, because both are widely used in computer courses.

Opening the Presentation Package

Method	MS PowerPoint	LibreOffice Impress
Start menu	Start → All apps → PowerPoint (or type "PowerPoint" in Search → Enter)	Start → LibreOffice → LibreOffice Impress
Run box	Win + R → type **powerpnt** → OK	Win + R → type **simpress** → OK
Desktop / taskbar	Double-click the PowerPoint shortcut or click the pinned icon	Double-click the Impress shortcut
Open an existing file	Double-click any .pptx / .ppt file	Double-click any .odp file (or choose Open with)
Right-click	Right-click on desktop → New → Microsoft PowerPoint Presentation	Right-click → New → OpenDocument Presentation

When PowerPoint starts, the **Start screen** shows *Blank Presentation*, ready-made *templates* and themes, and a list of *Recent* presentations. Click **Blank Presentation** to begin.

A. Window of MS PowerPoint

Part	Description
Title Bar	Top bar showing the file name and application name (e.g., Presentation1 - PowerPoint); has Minimize, Maximize/Restore and Close buttons and a Search box
Quick Access Toolbar (QAT)	Small toolbar with frequently used commands — Save, Undo, Redo, Start from Beginning; can be customized
Ribbon	Tabs (File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Review, View, Help); each tab has groups of command buttons
Slide Thumbnail Pane	Left pane showing small pictures of all slides; used to select, add, delete and rearrange slides
Slide Pane (Editing Area)	Large centre area where the current slide is designed; contains the placeholders
Notes Pane	Area below the slide to type speaker notes (click "Click to add notes")
Status Bar	Bottom bar showing slide number (Slide 1 of 5), language, Notes button, View buttons and the Zoom slider
View Buttons	Normal, Slide Sorter, Reading View and Slide Show buttons at the bottom right
Zoom Slider / Fit	Enlarges or reduces the slide; "Fit slide to current window" button

B. Ribbon Tabs and their Groups

Tab	Important Groups / Commands
File	New, Open, Save, Save As, Print, Share, Export, Close, Options
Home	Clipboard (Cut, Copy, Paste, Format Painter), Slides (New Slide, Layout, Reset, Section), Font, Paragraph, Drawing, Editing (Find, Replace)
Insert	Slides, Table, Images (Pictures, Screenshot), Illustrations (Shapes, Icons, SmartArt, Chart), Links (Link, Action), Text (Text Box, Header & Footer, WordArt, Date & Time, Slide Number), Symbols, Media (Video, Audio, Screen Recording)

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Tab	Important Groups / Commands
Draw	Pens, highlighter and eraser to draw or write on slides
Design	Themes, Variants (Colors, Fonts, Effects, Background Styles), Slide Size, Format Background, Designer
Transitions	Transition to This Slide (effects, Effect Options), Timing (Sound, Duration, Advance Slide, Apply To All)
Animations	Animation effects (Entrance, Emphasis, Exit, Motion Paths), Animation Pane, Timing (Start, Duration, Delay)
Slide Show	From Beginning, From Current Slide, Custom Slide Show, Set Up Slide Show, Hide Slide, Rehearse Timings, Record
Review	Spelling, Thesaurus, Translate, Comments, Compare
View	Presentation Views (Normal, Outline, Slide Sorter, Notes Page, Reading), Master Views (Slide Master, Handout Master, Notes Master), Show (Ruler, Gridlines), Zoom, Color/Grayscale
Help	Help, Contact support, Feedback, What's New

Extra (contextual) tabs appear only when an object is selected: *Table Design / Layout* for tables, *Picture Format* for pictures, *Shape Format* for shapes and text boxes, and *Playback* for audio/video.

C. Views in MS PowerPoint

View	Use
Normal	Default view; thumbnail pane + slide pane + notes pane to create and edit slides
Outline View	Shows only the text (titles and bullets) of all slides; good for typing and organizing text quickly
Slide Sorter	Shows all slides as small thumbnails; best for rearranging, copying, deleting and setting transitions
Notes Page	Shows each slide with its speaker notes below it
Reading View	Shows the presentation in a window with simple controls, without a full-screen show
Slide Show	Shows the slides in full screen as the audience will see them

D. Window of LibreOffice Impress

Part	Description
Title Bar	Shows the file name (Untitled 1 - LibreOffice Impress)
Menu Bar	File, Edit, View, Insert, Format, Slide, Slide Show, Tools, Window, Help
Standard / Formatting Toolbars	New, Open, Save, Print, Cut, Copy, Paste, Undo, Redo, Table, Image; font, size, bold, italic, alignment, colours
Slide Panel	Left panel with slide thumbnails (add, delete, rearrange slides)
Workspace	Centre area to edit the slide; tabs for Normal, Outline, Notes, Slide Sorter and Handout views (View menu)
Sidebar	Right panel with Properties, Slide Transition, Animation, Master Slides, Styles and Gallery (View → Sidebar)

5.2.1 Creating a Presentation Using a Template

> *A **template** is a ready-made presentation file that already has a theme — colours, fonts, background, layouts and sometimes sample text. It saves time and gives a professional look. A template file has the extension **.potx**.*

Steps to create a presentation from a template

- Open PowerPoint and choose a template on the Start screen, or click **File → New**.
- Type a word (e.g., "education", "business") in the **Search for online templates** box, or click a category.
- Click the template you like to see a preview and its colour variants.
- Click **Create**. A new presentation opens with the template design and sample slides.
- Replace the sample text and pictures with your own matter; delete the slides that are not needed.
- **To change the design later:** Design tab → Themes group → click a theme (it is applied to all slides); use **Variants** to change colours and fonts.
- In LibreOffice Impress: File → New → Presentation (Ctrl + N) → choose a template in the **Select a Template** window → Open; a theme can also be changed from Sidebar → Master Slides.

5.2.2 Creating a Blank Presentation

> *A **blank presentation** has no design or colour (plain white slides). The user decides the layout, fonts and colours and starts from scratch.*

Steps to create a blank presentation

- Open PowerPoint → click **Blank Presentation** on the Start screen.
- If PowerPoint is already open: **File → New → Blank Presentation** or press **Ctrl + N**.
- The first slide appears with the *Title Slide* layout: "Click to add title" and "Click to add subtitle".
- Choose the slide size from **Design → Slide Size → Standard (4:3) / Widescreen (16:9) / Custom**. Widescreen (16:9) is the default in new versions.
- In LibreOffice Impress: File → New → Presentation (Ctrl + N) and select *Empty* as the template.

Slide Layouts

A **layout** decides where the title, text, pictures and other objects are placed on a slide. To change it: **Home → Layout** (or right-click the slide → Layout) and click the required layout.

Layout	Use
Title Slide	First slide: title and subtitle
Title and Content	Default for most slides: a title and one content box (text, table, picture, chart)
Section Header	Divides the presentation into parts
Two Content	Two content boxes side by side
Comparison	Two headings with two content boxes for comparing things
Title Only	Only a title; the rest is free for shapes or pictures
Blank	Completely empty slide
Content with Caption / Picture with Caption	A large object or picture with a small caption text

> **Exam Tip:** A new blank presentation starts with the **Title Slide** layout. Next slides are added with the **Title and Content** layout.

5.2.3 Inserting & Editing Text on Slides

Text is typed inside **placeholders** (boxes with dotted borders). Click inside a placeholder, the message "Click to add title / text" disappears and the text can be typed.

Steps to insert text

- Click in the **title** placeholder and type the heading of the slide.
- Click in the **content** placeholder and type the points; press **Enter** to start the next bullet.
- For text outside a placeholder: **Insert** → **Text Box** → click or drag on the slide → type.
- Press **Tab** to make a bullet a sub-point and **Shift + Tab** to bring it back (demote / promote).
- **Outline View** (View → Outline View): type titles and bullets of many slides quickly; pressing Enter after a title creates a new slide.
- If too much text is typed, **AutoFit** reduces the font size automatically. Keep slide text short — key points only.

Editing text

Task	How to do it
Select a word / paragraph	Double-click on the word / triple-click in the paragraph
Select all text in a box	Click in the box and press Ctrl + A
Select the whole box	Click on its border (a solid border shows the box is selected)
Delete text	Backspace (left) / Delete (right); select the text and press Delete
Replace text	Select the text and type the new text
Move text	Select → Cut (Ctrl + X) → click new place → Paste (Ctrl + V), or drag the box by its border
Copy text	Select → Copy (Ctrl + C) → click new place → Paste (Ctrl + V)
Find / Replace	Ctrl + F / Ctrl + H (Home → Editing)
Spelling check	F7 (Review → Spelling); red wavy line shows a possible spelling mistake
Undo / Redo	Ctrl + Z / Ctrl + Y

5.2.4 Inserting and Deleting Slides in a Presentation

Task	How to do it
Insert a new slide	Home → **New Slide** (or press **Ctrl + M**); or right-click in the thumbnail pane → New Slide. The slide is added after the selected slide
Choose a layout for the new slide	Home → click the arrow of New Slide → click a layout
Duplicate a slide	Select the slide → **Ctrl + D** (or right-click → Duplicate Slide)
Delete a slide	Select the slide in the thumbnail pane → press **Delete** (or right-click → Delete Slide)
Select many slides	Click the first slide, hold Shift and click the last (range); hold Ctrl and click slides one by one (separate slides)
Rearrange slides	Drag the slide thumbnail to a new place (thumbnail pane or Slide Sorter view)
Copy / move slides	Select → Ctrl + C / Ctrl + X → click between slides → Ctrl + V
Insert slides from another file	Home → New Slide → **Reuse Slides** → Browse → choose slides
Hide a slide	Slide Show → **Hide Slide**; the slide stays in the file but is skipped in the show
Group slides	Home → Section → Add Section (to organize a long presentation)

In LibreOffice Impress: **Slide** → **New Slide** (Ctrl + M), **Slide** → **Duplicate Slide**, **Slide** → **Delete Slide**.

Exam Tip: Ctrl + M = New slide. Ctrl + N = New presentation. Ctrl + D = Duplicate slide. Delete key removes the selected slide; Ctrl + Z brings it back.

5.2.5 Saving a Presentation

Saving stores the presentation permanently on a disk. A presentation that is not saved is kept only in RAM and will be lost if the computer shuts down or the power goes off.

Steps to save a presentation for the first time

- Click **File** → **Save** (or press **Ctrl + S**, or click the Save icon in the Quick Access Toolbar).
- Click **Browse / This PC** and choose the folder (e.g., Documents).
- Type the **File name** and choose **Save as type** if required (see the table below).
- Click **Save**. The file name now appears in the title bar. Next time, Ctrl + S saves the changes in the same file.
- **Save As** (F12) saves a copy with a new name, location or file type; the original file remains unchanged.

Save as type	Extension	Use
PowerPoint Presentation	.pptx	Default format of PowerPoint 2007 and later
PowerPoint 97-2003 Presentation	.ppt	Old format for compatibility with old versions
PowerPoint Show	.ppsx	Opens directly in Slide Show view (no editing screen)
PowerPoint Template	.potx	Reusable model presentation
OpenDocument Presentation	.odp	Format of LibreOffice Impress
PDF	.pdf	Fixed layout for sharing and printing
MPEG-4 Video	.mp4	Presentation converted into a video
JPEG / PNG Picture	.jpg / .png	Each slide saved as a picture
Outline / RTF	.rtf	Only the text of the slides

Other saving features

- **AutoSave / AutoRecover:** PowerPoint automatically keeps a recovery copy every few minutes (File → Options → Save).
- **Password:** File → Info → Protect Presentation → Encrypt with Password.
- **Good practice:** Save immediately after creating the presentation and then every few minutes (Ctrl + S).
- Open = Ctrl + O, New = Ctrl + N, Close = Ctrl + W, Exit PowerPoint = Alt + F4. In Impress: Save = Ctrl + S, Save As = Ctrl + Shift + S.

Exam Tip: .pptx = PowerPoint presentation, .ppsx = slide show, .potx = template, .odp = Impress, .pdf = fixed layout for sharing.

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5.3 Manipulating Slides

Manipulating slides means adding and changing the objects on slides — tables, pictures, shapes, charts, sound and video — and arranging them properly so that the presentation looks attractive.

5.3.1 Inserting Table

> *A **table** is a grid of **rows** (horizontal) and **columns** (vertical). The box formed at the intersection of a row and a column is called a **cell**. Tables present data in an orderly way, such as time tables, marks lists and price lists.*

Method	Steps
Insert Table (grid)	Insert → **Table** → move the mouse over the grid and click the number of columns × rows needed
Insert Table (dialog)	Insert → Table → **Insert Table…** → enter Number of columns and Number of rows → OK
From the layout	In the *Title and Content* layout click the **Insert Table** icon inside the content box → enter columns and rows → OK
Draw Table	Insert → Table → **Draw Table** → the pointer changes to a pencil; drag to draw the outer box, rows and columns
Excel Spreadsheet	Insert → Table → **Excel Spreadsheet** (an embedded worksheet; calculations are possible)

- Type in a cell; press **Tab** to go to the next cell, **Shift + Tab** for the previous cell. Pressing **Tab in the last cell** adds a new row.
- When the cursor is inside a table, two extra tabs appear: **Table Design** (Table Styles, Shading, Borders, Pen colour) and **Layout** (Rows & Columns, Merge, Cell Size, Alignment).
- **Insert row / column:** Layout → Insert Above / Below / Left / Right. **Delete:** Layout → Delete → Delete Rows / Columns / Table.
- **Merge / Split cells:** select the cells → Layout → Merge Cells / Split Cells. **Cell size:** Layout → Cell Size → Height and Width.
- **Alignment in a cell:** Layout → Align Left / Center / Right, Align Top / Middle / Bottom.
- In LibreOffice Impress: **Insert** → **Table…** → enter the number of columns and rows.

5.3.2 Adding ClipArt Pictures

> ***Clip art** means ready-made pictures, drawings, symbols and cartoons that are available in a library and can be added to slides without drawing them.*

Steps to insert clip art / pictures

- **Older versions (2007 / 2010):** Insert → **Clip Art** → the Clip Art task pane opens → type a word in *Search for* → click **Go** → click the picture to insert it.
- **Newer versions:** Insert → Pictures → **Stock Images** / **Online Pictures** (search the Internet) or Insert → **Icons** for ready-made symbols.
- **Picture from the computer:** Insert → Pictures → **This Device** → select the file (.jpg, .png, .gif, .bmp) → Insert.
- In LibreOffice Impress: **Insert** → **Image** (picture file) or open the **Gallery** in the Sidebar for ready-made graphics.
- Click the picture, then drag it to the required place and use the handles to change its size.

Picture Format tab (appears when a picture is selected)

Option	Use
Remove Background	Removes the unwanted background of a picture
Corrections / Color	Changes brightness, contrast, sharpness and colour tone
Artistic Effects	Gives a painting or sketch look to the picture
Picture Styles / Border / Effects	Adds frames, border, shadow, glow and reflection
Crop	Cuts away the unwanted outer part of the picture
Compress Pictures	Reduces the file size of the presentation
Size / Rotate / Arrange	Sets height and width, rotates the picture, brings it forward or sends it backward
Alt Text	Text description of the picture for people who cannot see it

Exam Tip: Clip art = ready-made pictures from a library. Pictures stored in the computer are inserted with Insert → Pictures → This Device.

5.3.3 Inserting Other Objects

Many other objects can be added from the **Insert** tab to make a slide more informative.

Object	Command	Use
Shapes	Insert → Shapes	Lines, arrows, rectangles, stars, callouts, flowchart symbols
SmartArt	Insert → SmartArt	Ready-made diagrams: List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid
Chart	Insert → Chart	Column, Bar, Line, Pie, Area charts from data typed in a small worksheet
WordArt	Insert → WordArt	Decorative text with ready-made styles
Text Box	Insert → Text Box	Text at any place on a slide
Video / Audio	Insert → Video / Audio	Movies, music, narration
Hyperlink	Insert → Link (Ctrl + K)	Jump to a web page, file, e-mail or another slide
Action Button	Insert → Shapes → Action Buttons	Buttons such as Next, Back, Home that work during the show
Symbol / Equation	Insert → Symbol / Equation	©, ®, ° and mathematical equations
Screenshot	Insert → Screenshot	Picture of another open window or a selected area of the screen
Date, Slide Number	Insert → Date & Time / Slide Number	Current date and slide number on slides
Object	Insert → Object	Embed a file of another program (e.g., a Word document)

- **Chart:** Insert → Chart → select the type → OK → type the data in the worksheet that opens → close the worksheet. Use **Chart Design** tab to change style and colours.
- **SmartArt:** Insert → SmartArt → choose a category and a design → OK → type the text in the *Text Pane*.
- **Shape:** Insert → Shapes → click a shape → drag on the slide; type text inside it by selecting it and typing.
- **Hyperlink:** select the text or object → Ctrl + K → choose *Existing File or Web Page* / *Place in This Document* → OK.
- **Action button:** draw the button → the *Action Settings* box opens → choose Hyperlink to (Next Slide, Previous Slide, First Slide, Last Slide, URL, another file) or Run Program → OK.

5.3.4 Resizing and Scaling an Object

> ***Resizing*** *changes the height and width of an object.* ***Scaling*** *changes the size by a percentage (e.g., 50% or 150%) so that the object keeps its original shape (proportion).*

When an object is clicked, **eight sizing handles** (small circles/squares — four at the corners and four at the sides) and a **rotation handle** appear around it.

Action	How to do it
Resize freely	Drag a side handle (changes only height or only width)
Resize keeping proportion	Drag a **corner handle** (for shapes hold **Shift** while dragging)
Resize from the centre	Hold **Ctrl** while dragging a handle
Exact size	Picture Format / Shape Format tab → **Size** group → type Height and Width
Scale in percent	Size group → small arrow → Format pane → Scale Height / Scale Width (%) → tick **Lock aspect ratio**
Rotate	Drag the rotation handle or use Rotate → Rotate Right 90° / Flip Horizontal
Move	Drag the object, or use the arrow keys (Ctrl + arrow key moves in small steps)
Align	Arrange → Align → Left / Center / Right / Top / Middle / Bottom; Distribute Horizontally / Vertically
Group / Ungroup	Select many objects → Ctrl + G (Group) / Ctrl + Shift + G (Ungroup)
Order	Arrange → Bring to Front / Send to Back; Selection Pane (Alt + F10) lists all objects

In LibreOffice Impress: **Format → Position and Size** (F4) to set exact size, position, rotation and to keep the ratio.

> **Exam Tip:** Corner handle keeps the proportion; side handle changes only one dimension. Lock aspect ratio avoids a stretched picture.

5.3.5 Creating & using Master Slide

> *The* ***Slide Master*** *is the main slide that stores the theme, background, fonts, colours, logo and placeholder positions of the whole presentation. Any change made in the Slide Master is applied to* ***all the slides*** *based on it, so every slide has the same look.*

Master	Use	Open from
Slide Master	Controls the look of all slides (layouts, logo, footers, font, background)	View → Slide Master
Handout Master	Controls the look of printed handouts (slides per page, header, footer)	View → Handout Master
Notes Master	Controls the look of notes pages	View → Notes Master

Steps to create / change the Slide Master

- Click **View → Slide Master**. The *Slide Master* tab appears. The big slide at the top of the thumbnail pane is the main master; the smaller ones below are layout masters.
- Click the main master slide and make the changes — e.g., change title font and colour, change bullet style, apply a background (Background Styles), insert a logo (Insert → Pictures), place date, footer and slide number boxes.

- To change only one layout, click that layout master and edit it. Use **Insert Layout** to create a new layout and **Insert Slide Master** to add another master.
- Click **Close Master View**. All the slides now show the new design.
- In LibreOffice Impress: **View** → **Master Slide** → edit → **Close Master View**.

Use of Slide Master	Example
Same logo on every slide	Insert the school or company logo once in the master
Same font and colour	Set title font once; all slide titles change
Same background	Apply a background colour or picture to the master
Footer, date and slide number	Set the position and style once for all slides

Exam Tip: Slide Master = controls the common design of all slides. View → Slide Master. A change in the master appears on every slide.

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5.4 Presentation of Slides

After the slides are ready, the presentation is shown to the audience as a **slide show**. This section explains how to set up the show, run it, apply transitions and timings, and make it run automatically.

5.4.1 Choosing a Set Up for Presentation

> ***Set Up Slide Show*** *lets you decide how the slide show will run — who controls it, which slides are shown and how the slides move forward.*

Steps

- Click **Slide Show** tab → **Set Up Slide Show**. The *Set Up Show* dialog box opens.
- Choose the options given in the table below and click **OK**.
- In LibreOffice Impress: **Slide Show → Slide Show Settings…**

Option	Meaning
Show type: Presented by a speaker (full screen)	Normal show; the speaker controls the slides with mouse or keyboard
Show type: Browsed by an individual (window)	Show runs in a small window with a menu and scroll bar; used by one viewer
Show type: Browsed at a kiosk (full screen)	Self-running show for exhibitions and shops; slides move by timings; clicking does not move the slide; stops with Esc
Show options: Loop continuously until 'Esc'	After the last slide the show starts again from the first slide
Show without narration / animation	Plays the show without recorded sound / animation effects
Pen color, Laser pointer color	Colour of the pen and laser pointer used during the show
Show slides: All / From … To … / Custom show	Show all slides, a range of slides (e.g., 3 to 8) or a saved custom show
Advance slides: Manually / Using timings, if present	Move on by click, or automatically by the saved slide timings
Multiple monitors	Choose the monitor for the show; Use Presenter View shows notes to the speaker only

Related settings

- **Hide Slide:** Slide Show → Hide Slide (the slide is skipped but not deleted). The hidden slide number appears with a slash in the thumbnail pane.
- **Custom Slide Show:** Slide Show → Custom Slide Show → Custom Shows → New → choose slides → Add → type a name → OK. Different audiences can see different slides from the same file.
- **Slide Size:** Design → Slide Size → Standard (4:3) or Widescreen (16:9) to fit the projector or screen.

5.4.2 Running a Slide Show

Way to start	Command / Shortcut
From the first slide	Slide Show → **From Beginning** or press **F5**
From the current slide	Slide Show → **From Current Slide** or press **Shift + F5**, or click the Slide Show button at the bottom-right of the window

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Way to start	Command / Shortcut
With Presenter View	Slide Show → Use Presenter View, or press **Alt + F5**; the speaker sees notes and the next slide
Reading View	View → Reading View (show in a window)
LibreOffice Impress	Slide Show → Start from First Slide (F5) / Start from Current Slide (Shift + F5)

Moving through the slide show

Action	Keys / Method
Next slide / animation	Enter, Spacebar, N, Right arrow, Down arrow, Page Down or click the mouse
Previous slide	Backspace, P, Left arrow, Up arrow, Page Up
Go to a particular slide	Type the slide number and press Enter (e.g., 7 + Enter)
First slide / last slide	Home / End
Black screen / white screen	B / W (press the same key again to return to the show)
Use the pen	Ctrl + P (draw on the slide); Ctrl + A returns to the arrow; Ctrl + E is the eraser
Hide the pointer	Ctrl + H
Laser pointer	Hold Ctrl and press the left mouse button
Shortcut menu	Right-click: Next, Previous, See All Slides, Zoom into Slide, Screen, Pointer Options, End Show
End the show	**Esc** (or right-click → End Show)

Note: At the end of the show, PowerPoint asks whether to **Keep** or **Discard** the ink annotations drawn with the pen.

Exam Tip: F5 = start from the first slide. Shift + F5 = start from the current slide. Esc = end the slide show. B = black screen.

5.4.3 Transition and Slide Timings

*A **transition** is the visual effect that appears when the show moves from one slide to the next. **Slide timing** is the time for which a slide stays on the screen before the next slide appears.*

Steps to apply a transition

- Select the slide(s) in the thumbnail pane (or Slide Sorter view).
- Click the **Transitions** tab and click an effect in the gallery — e.g., Fade, Push, Wipe, Split, Reveal, Cover, Uncover, Cut, Flash, Clock, Dissolve, Random Bars.
- Click **Effect Options** to change the direction of the effect.
- In the **Timing** group: choose a **Sound** (e.g., Chime, Applause), set the **Duration** of the effect.
- Under **Advance Slide**: tick **On Mouse Click** (move by click) and/or **After** and type the time (e.g., 00:05.00) for automatic movement.
- Click **Apply To All** to use the same transition and timing on all slides. Click **Preview** to see the effect.
- To remove: select the slide → Transitions → **None**. A small star mark shows slides that have a transition.
- In LibreOffice Impress: Slide → Slide Transition (or Sidebar → Slide Transition) → choose the effect, speed and *Advance slide: On mouse click / Automatically after*.

Steps to set slide timings

- **Manual timing:** Transitions → Advance Slide → tick **After** → type the seconds for each slide.
- **Rehearse Timings:** Slide Show → **Rehearse Timings**. The show starts and the *Recording* toolbar counts the time of each slide. Speak and click **Next** when ready to move on; at the end click **Yes** to keep the new slide timings.
- **Record Slide Show:** Slide Show → Record Slide Show records narration, pen marks and timings together.

Transition and Animation

Basis	Transition	Animation
Applied to	The whole slide	Objects on a slide (text, picture, shape, chart)
When it happens	While changing from one slide to the next	Inside a slide, as the slide is being shown
Tab	Transitions	Animations
Examples	Fade, Push, Wipe, Split	Appear, Fly In, Zoom, Spin, Fade

5.4.4 Automating a Slide Show

An **automatic slide show** runs by itself without any click, so it can be used for exhibitions, reception screens, shops and training CDs.

Steps to automate a show

- Complete all slides and check them.
- Set the time for each slide: Transitions → tick **After** → type the time → **Apply To All** (or use **Rehearse Timings**).
- For animations on a slide choose **Start: After Previous** or **With Previous** in the Animations tab so that they run without clicks.
- Slide Show → **Set Up Slide Show** → select **Browsed at a kiosk (full screen)** or tick **Loop continuously until 'Esc'**; Advance slides → **Using timings, if present** → OK.
- Add background music if required: Insert → Audio → Audio on My PC → Playback tab → **Play in Background**.
- Save as **PowerPoint Show (.ppsx)** so that the file opens directly in the slide show, or export it as a video: **File** → **Export** → **Create a Video** (.mp4).

Animation Start option	Meaning
On Click	The effect starts when the presenter clicks
With Previous	The effect starts at the same time as the previous effect
After Previous	The effect starts automatically when the previous effect ends

For interactive navigation hyperlinks, action buttons and *Custom Slide Shows* can be used so that the viewer moves to any slide by clicking.

> **Exam Tip:** Automatic show = slide timings (After) + Set Up Show (Kiosk / Loop) + save as .ppsx. Esc stops a kiosk show.

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5.5 Providing Aesthetics to Slides & Printing

Aesthetics means the beauty of slides. Good fonts, colours, pictures, sound and effects make a presentation clear, attractive and interesting. The last part of this section explains how to print the slides.

5.5.1 Enhancing Text Presentation

> *Enhancing text means changing the look of the text — font, size, colour, style, alignment and effects — so that it is easy to read and attractive.*

Option	Where / Shortcut
Font name, size, colour	Home → Font group; Font dialog box: **Ctrl + T**; Ctrl + Shift + > / < to increase / decrease size
Bold, Italic, Underline, Shadow	Ctrl + B, Ctrl + I, Ctrl + U; Home → Font group
Text Effects / WordArt	Shape Format → WordArt Styles → Text Fill, Text Outline, Text Effects (shadow, glow, reflection, 3-D)
Alignment	Left Ctrl + L, Center Ctrl + E, Right Ctrl + R, Justify Ctrl + J (Home → Paragraph)
Line spacing, spacing before/after	Home → Paragraph → Line Spacing
Bullets and Numbering	Home → Paragraph → Bullets / Numbering (choose symbol, colour and size)
Columns, Text Direction, Align Text	Home → Paragraph → Columns / Text Direction / Align Text (Top, Middle, Bottom)
Change Case	Home → Font → Change Case, or Shift + F3
Convert to SmartArt	Home → Paragraph → Convert to SmartArt Graphic
Format Painter	Home → Clipboard → Format Painter (copies the formatting to other text)

Animating text and objects

- Select the text box or object → click the **Animations** tab → choose an effect from the gallery.
- **Entrance** effects (green icon) bring an object in — Appear, Fade, Fly In, Wipe, Zoom. **Emphasis** effects (yellow icon) draw attention — Pulse, Spin, Teeter. **Exit** effects (red icon) take the object out — Disappear, Fade, Fly Out. **Motion Paths** move the object along a line or curve.
- **Effect Options** → for text: As One Object, All at Once, By Paragraph, By Word. Set **Start**, **Duration** and **Delay** in the Timing group.
- **Animation Pane** (Alt + F10 / Animations → Animation Pane) shows the order of effects; drag to change the order. **Animation Painter** copies an animation to another object.

Tips for good slides

- Keep text short — about 6 lines per slide and 6 words per line (the 6 × 6 rule); one idea per slide.
- Use large fonts: titles 36–44 pt, text not less than 24 pt; use not more than 2–3 fonts.
- Use dark text on a light background or light text on a dark background (high contrast).
- Use pictures, charts and diagrams instead of long paragraphs; do not use too many animations and sounds.

5.5.2 Working with Color and Line Style

Colours and lines give a design to slides, shapes and tables. PowerPoint provides **theme colours** (matching sets of colours) and allows any custom colour.

Option	How to do it
Theme colours / fonts / effects	Design → Variants → **Colors** / Fonts / Effects → choose a set (or Customize Colors)
Slide background	Design → **Format Background** (or Variants → Background Styles) → Solid fill, Gradient fill, Picture or texture fill, Pattern fill; **Apply to All** for all slides
Shape fill	Shape Format → **Shape Fill** → colour / picture / gradient / texture
Line (outline) colour	Shape Format → **Shape Outline** → colour
Line weight (thickness)	Shape Outline → **Weight** (¼ pt to 6 pt, More Lines…)
Line style (dashes)	Shape Outline → **Dashes** → Solid, Round Dot, Square Dot, Dash, Dash Dot, Long Dash
Arrows	Shape Outline → **Arrows** → choose arrow heads for a line
Shape Effects	Shape Format → Shape Effects → Shadow, Reflection, Glow, Soft Edges, Bevel, 3-D Rotation
Text colour	Home → Font Color (A with a coloured bar); Text Highlight Color
Table borders / shading	Table Design → Borders / Shading / Pen Color / Pen Weight
Match a colour	Fill / Font Color → **Eyedropper** to pick a colour from the slide

Steps to colour a shape and change its line

- Click the shape → **Shape Format** tab.
- Click **Shape Fill** and choose a colour (or *More Fill Colors* for custom RGB colours).
- Click **Shape Outline** → choose the colour, then **Weight** and **Dashes**.
- For more settings right-click the shape → **Format Shape** → Fill & Line pane (transparency, gradient stops, compound line type).
- In LibreOffice Impress: Format → **Area** (fill colour) and Format → **Line** (style, colour, width).

5.5.3 Adding Movie and Sound

Movies and sound make a presentation lively. They are added from the **Insert** tab → **Media** group.

Task	Steps
Insert a video	Insert → **Video** → This Device (file from computer) / Stock Videos / Online Videos → select → Insert
Insert a sound file	Insert → **Audio** → Audio on My PC → select the file → Insert. A speaker icon appears on the slide
Record narration	Insert → Audio → **Record Audio** → click the red Record button, speak, click Stop → OK
Screen recording	Insert → **Screen Recording** → select area → Record
LibreOffice Impress	Insert → **Audio or Video…** → select the file

Playback tab (appears when audio / video is selected)

Option	Meaning
Trim Video / Trim Audio	Cut the starting or ending part of the clip
Fade In / Fade Out	Sound slowly starts / slowly ends

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Option	Meaning
Volume	Low, Medium, High, Mute
Start	On Click, Automatically or In Click Sequence
Play Across Slides	The sound continues to play while the slides change (Play in Background)
Loop until Stopped	Repeats the clip again and again
Hide During Show	Hides the speaker icon in the show
Play Full Screen / Rewind after Playing	Video fills the screen / returns to the start after playing

- **Video file types:** .mp4, .wmv, .avi, .mpg. **Audio file types:** .mp3, .wav, .wma, .mid, .m4a.
- Use **File** → **Info** → **Compress Media** to reduce the size of a presentation that has large videos.
- The video can also be formatted (border, shape, brightness) from the **Video Format** tab.

Exam Tip: Audio / Video: Insert tab → Media group. Playback tab has Trim, Fade, Volume, Start, Loop and Play Across Slides options.

5.5.4 Adding Headers, Footers and Notes

*A **footer** is the text that appears at the bottom of every slide, such as the name of the institute or the topic. A **header** appears at the top of notes pages and handouts. The **date** and **slide number** can also be shown on every slide.*

Steps to add header / footer to slides

- Click **Insert** → **Header & Footer**. The Header and Footer dialog box opens.
- In the **Slide** tab: tick **Date and time** (choose *Update automatically* or *Fixed*), tick **Slide number**, tick **Footer** and type the text.
- Tick **Don't show on title slide** if the first slide should be clean.
- Click **Apply** (current slide only) or **Apply to All** (all slides).
- In the **Notes and Handouts** tab: set Date and time, **Header**, Page number and **Footer** for printed notes and handouts → Apply to All.
- The position, font and colour of these boxes are changed in the **Slide Master**.
- In LibreOffice Impress: Insert → **Header and Footer…**.

Speaker notes

***Notes** are reminders and extra points that the speaker types for each slide. Notes are not shown to the audience during the slide show; only the presenter sees them (in Presenter View or on printed notes pages).*

- In **Normal** view click in the **Notes pane** below the slide ("Click to add notes") and type. If it is not visible click **Notes** on the status bar or View → Notes.
- Use **View** → **Notes Page** to see the slide with its notes on a full page, where the notes can be formatted and pictures can be added.
- Print the notes with **File** → **Print** → **Notes Pages**.
- In LibreOffice Impress: **View** → **Notes**.

Exam Tip: Footer / Header and Footer = Insert tab. Notes = Notes pane below the slide; audience cannot see them in the show.

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5.5.5 Printing Slides and Handouts

> *Slides can be printed as full pages, as **handouts** (several slides on one page for the audience), as **notes pages** (slide with speaker notes) or as an **outline** (only the text). Use Print Preview before printing to save paper and ink.*

Steps to print

- Make sure the printer is connected, switched ON and has paper.
- Click **File** → **Print** or press **Ctrl + P**. The preview of the slide is shown on the right side.
- Select the **Printer** and set the number of **Copies**.
- Under **Settings** choose what to print and the **Print Layout** (see tables below).
- Click the **Print** button.
- In LibreOffice Impress: File → Print → *Document*: Slides / Handouts / Notes / Outline; Slides per page: 1, 2, 3, 4, 6, 9.

Print Setting	Meaning
Print All Slides	Prints the full presentation
Print Selected Slides	Prints only the slides selected in the thumbnail pane
Print Current Slide	Prints only the slide that is on the screen
Custom Range	Prints particular slides — e.g., **1-3** (slides 1 to 3), **2,5,8** (only 2, 5 and 8), **1-3,7** (slides 1, 2, 3 and 7)
Print One Sided / Both Sides	Print on one side of the paper or on both sides (duplex)
Collated / Uncollated	Collated: 1,2,3 — 1,2,3 (full sets). Uncollated: 1,1,1 — 2,2,2
Color / Grayscale / Pure Black and White	Choose colour or black-and-white printing to save ink
Edit Header & Footer	Opens the Header and Footer box from the Print screen

Print Layout

Layout	Description
Full Page Slides	One slide on each page
Notes Pages	One slide on the upper half and its speaker notes below it
Outline	Prints only the text (titles and bullets) of the slides
Handouts: 1, 2, 3, 4, 6 or 9 Slides	Several small slides on one page; **maximum 9** slides per page. The **3 Slides** handout has lines for writing notes

Printing options

Option	Meaning
Frame Slides	Draws a thin border around each slide on the printout
Scale to Fit Paper	Fits the slide to the paper size
High Quality	Better quality printing (uses more ink)

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Option	Meaning
Print Comments and Ink Markup	Prints the comments and pen marks
Print Hidden Slides	Also prints the hidden slides

- **Handout Master:** View → **Handout Master** sets the number of slides per page, header, footer, date and page number of the handouts.
- **Print Preview** is the right side of the Print screen; use the arrows to see each page.
- **Save as PDF:** File → Save As (F12) → type PDF → Options → *Publish what*: Slides, Handouts, Notes pages or Outline view → Save; or File → Export → Create PDF/XPS Document. In Impress: File → Export as PDF.
- Ctrl + P during a slide show is the *pen*, not Print. Print is done from the File tab in Normal view.

Exam Tip: Ctrl + P = Print. Handouts can have 1, 2, 3, 4, 6 or 9 slides per page. For slides 5 to 10 type 5-10 in the Slides box.

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5.6 Summary

Basics and Creation

- A presentation package is used to create, edit, format and show slides. Examples: MS PowerPoint (.pptx), LibreOffice Impress (.odp), Google Slides.
- Window parts: Title bar, Quick Access Toolbar, Ribbon (tabs and groups), Slide thumbnail pane, Slide pane, Notes pane, Status bar. Impress has Menu bar, Slide panel and Sidebar.
- Views: Normal, Outline, Slide Sorter, Notes Page, Reading View, Slide Show.
- New presentation = Ctrl + N (Blank Presentation or a template). A template has the extension .potx. Layouts: Title Slide, Title and Content, Two Content, Comparison, Title Only, Blank.
- New slide = Ctrl + M; Duplicate = Ctrl + D; Delete = Delete key; Reuse Slides inserts slides from another file; Hide Slide skips a slide in the show.
- Save = Ctrl + S; Save As = F12. Formats: .pptx, .ppt, .ppsx (show), .potx (template), .pdf, .odp, .mp4.

Manipulating Slides

- Insert → Table (rows × columns); Table Design and Layout tabs appear. Clip art = ready-made pictures; pictures from a file: Insert → Pictures → This Device.
- Other objects: Shapes, SmartArt, Chart, WordArt, Text Box, Video, Audio, Hyperlink (Ctrl + K), Action Buttons.
- Resize an object with its handles: a corner handle keeps the proportion; use the Size group for exact height / width and Lock aspect ratio.
- Slide Master (View → Slide Master) controls the common design of all slides: logo, fonts, colours, background, footer. Handout Master and Notes Master control handouts and notes.

Presentation of Slides

- Set Up Slide Show: Presented by a speaker, Browsed by an individual, Browsed at a kiosk; Loop continuously; Show slides (All / From-To / Custom show); Advance (Manually / Using timings).
- F5 = from the first slide; Shift + F5 = from the current slide; Esc = end the show; B = black screen; W = white screen; type slide number + Enter = go to that slide.
- Transition = effect between slides (Transitions tab). Animation = effect on objects inside a slide (Animations tab). Slide timing = Advance Slide → After; Rehearse Timings records the time.
- Automatic show = timings + Kiosk / Loop + .ppsx file or video export.

Aesthetics and Printing

- Enhance text with font, size, colour, WordArt, shadow and alignment. Animation effects: Entrance (green), Emphasis (yellow), Exit (red), Motion Paths.
- Colours: Design → Variants → Colors; Format Background (solid, gradient, picture, pattern); Shape Fill and Shape Outline (colour, weight, dashes, arrows).
- Insert → Video / Audio; Playback tab has Trim, Fade, Start, Loop and Play Across Slides. Insert → Header & Footer adds date, slide number and footer.
- Notes are typed in the Notes pane and are seen only by the presenter. Print = Ctrl + P: Full Page Slides, Notes Pages, Outline and Handouts (1, 2, 3, 4, 6, 9 slides per page).

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5.7 Model Questions and Answers

> *These questions are commonly asked in exams. Correct answers are marked with ✓ and an explanation is provided.*

Part A: Multiple Choice Questions (MCQs)

Q1. Presentation software is used to:

(a) Create and show slides ✓
(b) Perform calculations on data
(c) Maintain a database
(d) Edit only videos

> ***Explanation:*** *A presentation package is used to create slides with text, pictures, charts, sound and video and show them as a slide show.*

Q2. Which of the following is NOT a presentation package?

(a) MS PowerPoint
(b) LibreOffice Impress
(c) Google Slides
(d) MS Word ✓

> ***Explanation:*** *MS Word is a word processor. The others are presentation packages.*

Q3. The default file extension of a PowerPoint 2007 and later presentation is:

(a) .ppt
(b) .pptx ✓
(c) .docx
(d) .xlsx

> ***Explanation:*** *.pptx is the default PowerPoint format; .ppt is the older PowerPoint 97-2003 format.*

Q4. The default file extension of LibreOffice Impress is:

(a) .odt
(b) .ods
(c) .odp ✓
(d) .pdf

> ***Explanation:*** *.odp means OpenDocument Presentation, the native format of LibreOffice Impress.*

Q5. A single page of a presentation is called a:

(a) Sheet
(b) Slide ✓
(c) Frame
(d) Cell

> ***Explanation:*** *A presentation is a collection of slides.*

Q6. The dotted boxes on a slide marked "Click to add title" are called:

(a) Placeholders ✓
(b) Handles
(c) Masters
(d) Ribbons

> ***Explanation:*** *Placeholders hold the title, text, tables, pictures and charts of a slide.*

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Q7. Which shortcut key inserts a new slide?

(a) Ctrl + N
(b) Ctrl + M ✓
(c) Ctrl + S
(d) Ctrl + P

Explanation: *Ctrl + M = New Slide; Ctrl + N = New presentation; Ctrl + S = Save; Ctrl + P = Print.*

Q8. Pressing Ctrl + D with a slide selected in the thumbnail pane:

(a) Deletes the slide
(b) Hides the slide
(c) Duplicates the slide ✓
(d) Closes the presentation

Explanation: *Ctrl + D duplicates the selected slide (a copy is added after it).*

Q9. A selected slide can be deleted from the thumbnail pane by pressing the:

(a) Delete key ✓
(b) Insert key
(c) Tab key
(d) Caps Lock key

Explanation: *Select the slide and press Delete (or right-click → Delete Slide).*

Q10. Which layout is normally used for the first slide of a presentation?

(a) Title Only
(b) Blank
(c) Title Slide ✓
(d) Comparison

Explanation: *The Title Slide layout has a title and a subtitle placeholder.*

Q11. The Themes group is available on the:

(a) Home tab
(b) Design tab ✓
(c) Review tab
(d) View tab

Explanation: *Design tab → Themes group contains ready-made themes; Variants change colours and fonts.*

Q12. The file extension of a PowerPoint template is:

(a) .pptx
(b) .ppsx
(c) .pdf
(d) .potx ✓

Explanation: *.potx is a PowerPoint template. .ppsx is a PowerPoint Show.*

Q13. A presentation saved as a PowerPoint Show (.ppsx):

(a) Cannot be opened
(b) Opens directly in Slide Show view ✓
(c) Opens only in Notes view
(d) Is a picture file

Explanation: *A .ppsx file starts the slide show as soon as it is opened.*

Q14. Which function key opens the Save As dialog in PowerPoint?

(a) F1
(b) F5
(c) F12 ✓
(d) F7

Explanation: *F12 = Save As. F1 = Help, F5 = Slide Show, F7 = Spelling.*

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Q15. Which key starts the slide show from the first slide?

(a) F1
(b) F5 ✓
(c) F7
(d) F12

Explanation: *F5 starts the show from the beginning.*

Q16. Shift + F5 starts the slide show:

(a) From the current slide ✓
(b) From the first slide
(c) From the last slide
(d) In Notes view

Explanation: *Shift + F5 = From Current Slide.*

Q17. Which key ends a running slide show?

(a) Tab
(b) Enter
(c) Esc ✓
(d) Insert

Explanation: *Esc ends the show and returns to the editing screen.*

Q18. The Slide Master view is opened from the:

(a) File tab
(b) View tab ✓
(c) Review tab
(d) Insert tab

Explanation: *View → Slide Master (in Impress: View → Master Slide).*

Q19. A change made in the Slide Master is applied to:

(a) Only the first slide
(b) Only the selected slide
(c) No slide
(d) All slides based on that master ✓

Explanation: *The master controls the common design, so the change appears on every slide.*

Q20. Which command is used to insert a table on a slide?

(a) Insert → Table ✓
(b) Review → Table
(c) View → Table
(d) Design → Table

Explanation: *Insert tab → Table group. Table Design and Layout tabs appear when the cursor is in the table.*

Q21. Ready-made pictures and graphics stored in a library are called:

(a) Clip art ✓
(b) WordArt
(c) Charts
(d) Text boxes

Explanation: *Clip art is a library of ready-made drawings, symbols and cartoons.*

Q22. To resize a picture without changing its proportions, drag a:

(a) Side handle
(b) Rotation handle
(c) Corner handle ✓
(d) Title bar

Explanation: *A corner handle changes height and width together. A side handle changes only one.*

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Q23. Which tab appears when a picture is selected?

(a) Table Design
(b) Playback
(c) Review
(d) Picture Format ✓

Explanation: *The Picture Format tab has Crop, Corrections, Picture Styles, Size and Arrange options.*

Q24. Decorative text with ready-made styles is called:

(a) SmartArt
(b) WordArt ✓
(c) Clip art
(d) Chart

Explanation: *WordArt is inserted from Insert → WordArt.*

Q25. SmartArt is used to:

(a) Check spelling
(b) Print slides
(c) Create diagrams such as process, cycle and hierarchy ✓
(d) Record sound

Explanation: *SmartArt gives ready-made graphical diagrams for lists, processes and relationships.*

Q26. The effect that appears when one slide changes to the next is a:

(a) Transition ✓
(b) Layout
(c) Template
(d) Placeholder

Explanation: *Transition = effect between slides. It is set in the Transitions tab.*

Q27. The effect applied to text or a picture inside a slide is called:

(a) Template
(b) Layout
(c) Theme
(d) Animation ✓

Explanation: *Animation effects are applied to objects from the Animations tab.*

Q28. Transition effects are found on the:

(a) Insert tab
(b) Design tab
(c) Transitions tab ✓
(d) Slide Show tab

Explanation: *Transitions tab has the effect gallery, Effect Options, Sound, Duration and Advance Slide.*

Q29. The time for which a slide stays on the screen is set using:

(a) Slide Master
(b) Slide timing (Advance Slide → After) ✓
(c) Slide layout
(d) Print preview

Explanation: *Transitions → Advance Slide → After lets the slide move automatically after the given seconds.*

Q30. Rehearse Timings is used to:

(a) Record the time spent on each slide while practising ✓
(b) Print the slides
(c) Delete the slides
(d) Insert a table

Explanation: *Slide Show → Rehearse Timings saves the practice time of each slide as its timing.*

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Q31. In the Animations tab, a green effect is an:

(a) Exit effect
(b) Emphasis effect
(c) Entrance effect ✓
(d) Motion path

Explanation: *Green = Entrance, Yellow = Emphasis, Red = Exit.*

Q32. Which show type runs automatically, repeats and is used at exhibitions?

(a) Presented by a speaker
(b) Browsed by an individual
(c) Custom show
(d) Browsed at a kiosk (full screen) ✓

Explanation: *Kiosk show moves by timings, loops until Esc and cannot be changed by clicking.*

Q33. A slide that remains in the file but is not shown in the slide show is a:

(a) Hidden slide ✓
(b) Deleted slide
(c) Master slide
(d) Blank slide

Explanation: *Slide Show → Hide Slide hides the slide during the show.*

Q34. Which view is best for rearranging many slides?

(a) Notes Page
(b) Slide Sorter ✓
(c) Reading View
(d) Slide Show

Explanation: *Slide Sorter shows all slides as thumbnails which can be dragged to a new place.*

Q35. The Header & Footer command for slides is found on the:

(a) Review tab
(b) View tab
(c) Insert tab ✓
(d) Design tab

Explanation: *Insert → Header & Footer adds date and time, slide number and footer text.*

Q36. Speaker notes are:

(a) Printed on every slide
(b) Shown on the screen to the audience
(c) Used only in tables
(d) Visible only to the presenter ✓

Explanation: *Notes are typed in the Notes pane and are not displayed to the audience during the show.*

Q37. The maximum number of slides that can be printed on one handout page is:

(a) 9 ✓
(b) 12
(c) 16
(d) 4

Explanation: *Handout layouts are 1, 2, 3, 4, 6 and 9 slides per page.*

Q38. Which print layout prints each slide with its notes below it?

(a) Outline
(b) Notes Pages ✓
(c) Handouts
(d) Full Page Slides

Explanation: *Notes Pages shows the slide on the upper half and the speaker notes below.*

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Q39. During a slide show, pressing the B key:

(a) Opens the Print box
(b) Starts the show again
(c) Shows a black screen ✓
(d) Closes PowerPoint

> ***Explanation:*** *B = black screen, W = white screen. Press the key again to return to the show.*

Q40. To go directly to slide 7 during a slide show:

(a) Type 7 and press Enter ✓
(b) Press F7
(c) Press Ctrl + 7
(d) Press Tab seven times

> ***Explanation:*** *Type the slide number and press Enter.*

Part B: True or False

#	Statement	Answer
1	MS PowerPoint is a spreadsheet package.	False — PowerPoint is a presentation package.
2	F5 starts the slide show from the first slide.	True
3	Shift + F5 starts the slide show from the first slide.	False — it starts from the current slide.
4	A change in the Slide Master appears on all slides.	True
5	A transition is applied to the objects inside a slide.	False — that is animation; a transition works between slides.
6	Pressing the Delete key deletes a selected slide in the thumbnail pane.	True
7	A .ppsx file opens directly in slide show view.	True
8	A handout is a printed page with several slides on it.	True
9	Header & Footer for slides is found on the Review tab.	False — it is on the Insert tab.
10	Speaker notes are visible to the audience during the show.	False — only the presenter can see them.
11	A hidden slide is deleted from the file.	False — it stays in the file but is skipped in the show.
12	Dragging a corner handle of a picture keeps its proportion.	True

Part C: Short Answer Questions

Q1. What is a presentation? Give examples of presentation packages.

Ans: A presentation is a collection of slides shown to an audience to explain an idea. Examples of packages: MS PowerPoint, LibreOffice Impress, Google Slides, WPS Presentation.

Q2. Write any three ways to open MS PowerPoint.

Ans: (1) Start menu → PowerPoint, (2) press Win + R, type powerpnt and press Enter, (3) double-click the PowerPoint shortcut on the desktop or double-click any .pptx file.

Q3. What is a slide layout? Name any four layouts.

Ans: A layout decides the arrangement of the title, text and objects on a slide. Layouts: Title Slide, Title and Content, Two Content, Comparison, Title Only, Blank.

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Q4. How do you create a presentation using a template?

Ans: File → New → search or choose a template → Create. Then replace the sample text and pictures with your own matter. A template file has the extension .potx.

Q5. How do you create a blank presentation?

Ans: Open PowerPoint and click Blank Presentation, or press Ctrl + N (File → New → Blank Presentation). The first slide has the Title Slide layout.

Q6. How can text be inserted on a slide?

Ans: Click in a placeholder and type, or use Insert → Text Box and click on the slide to type. Press Tab / Shift + Tab to demote / promote a bullet.

Q7. Write the steps to insert and delete a slide.

Ans: Insert: Home → New Slide (Ctrl + M). Delete: select the slide in the thumbnail pane and press the Delete key (or right-click → Delete Slide).

Q8. How is a presentation saved? Name any four file types.

Ans: File → Save (Ctrl + S) → choose folder → type the name → Save. File types: .pptx, .ppt, .ppsx, .potx, .pdf, .odp.

Q9. How do you insert a table in a slide?

Ans: Insert → Table → drag over the grid (or Insert Table… → type columns and rows → OK). Use Table Design and Layout tabs to format it.

Q10. What is clip art? How is a picture inserted?

Ans: Clip art is a ready-made picture from a library. Insert → Clip Art / Online Pictures; for a file: Insert → Pictures → This Device → select the file → Insert.

Q11. Name any five objects that can be inserted in a slide.

Ans: Shapes, SmartArt, Chart, WordArt, Text Box, Video, Audio, Hyperlink and Action Button.

Q12. How do you resize and scale an object?

Ans: Drag the sizing handles (a corner handle keeps the proportion), or set Height and Width in the Size group; scale in percent from the Format pane with Lock aspect ratio.

Q13. What is a Slide Master? How is it opened?

Ans: The Slide Master is the main slide that controls the common design (logo, fonts, colours, background, footer) of all slides. View → Slide Master → edit → Close Master View.

Q14. What is Set Up Slide Show? Name the show types.

Ans: It sets how the show will run (Slide Show → Set Up Slide Show). Types: Presented by a speaker, Browsed by an individual, Browsed at a kiosk.

Q15. Write the shortcut keys to run and end a slide show.

Ans: F5 = from the first slide, Shift + F5 = from the current slide, Esc = end the show.

Q16. Differentiate between Transition and Animation.

Ans: Transition is the effect between two slides (Transitions tab). Animation is the effect on text or objects inside a slide (Animations tab).

Q17. What is slide timing? How is it set?

Ans: It is the time a slide stays on the screen. Transitions → Advance Slide → tick After → type the time, or use Slide Show → Rehearse Timings.

Q18. How can a slide show be run automatically?

Ans: Set timings for slides, then Slide Show → Set Up Slide Show → Browsed at a kiosk or Loop continuously, with Advance slides → Using timings. Save as .ppsx.

Q19. How do you change the colour and line style of a shape?

Ans: Select the shape → Shape Format → Shape Fill for the colour; Shape Outline for line colour, Weight (thickness), Dashes and Arrows.

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Q20. How are a movie and sound added to a slide?

Ans: Insert → Video (This Device) and Insert → Audio (Audio on My PC). The Playback tab sets Start, Trim, Fade, Loop and Play Across Slides.

Q21. Write the steps to add a footer and slide number.

Ans: Insert → Header & Footer → Slide tab → tick Slide number and Footer, type the text → Apply or Apply to All.

Q22. What are notes and handouts? How are handouts printed?

Ans: Notes are the presenter's reminders typed in the Notes pane. Handouts are printed pages with several slides. File → Print → Print Layout → choose 1–9 slides per page → Print.

Part D: Long Answer Questions (Practice)

- What is a presentation package? Explain its features and the parts of the PowerPoint window.
- Explain how to create a presentation using a template and as a blank presentation. How are text, slides and layouts handled?
- Explain how to insert, delete, copy, hide and rearrange slides. How is a presentation saved? Name the file types.
- Explain how to insert a table, clip art, pictures and other objects in a slide.
- Explain resizing and scaling of objects. What is a Slide Master? Explain the steps to create and use it.
- Explain Set Up Slide Show, running a slide show and the keys used during a slide show.
- What are transitions and slide timings? Explain how to automate a slide show.
- Explain how to improve slides with text effects, colours, line styles, movie and sound.
- Explain how to add headers, footers and notes. How are slides and handouts printed? How is a presentation saved as a PDF?

Best of Luck for Your Exam!

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