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ISO 9001 : 2015 Certified

Important Question/Answer

Chapter:5 presentation(Libreoffice Impress)

Q:1 What is the file extention of libre office impress?

Ans: .ODP(open documents presentation)

Q:2 What is the template file extension in libre office impress?

Ans: .OTP(open template presentation)

Q:3 By default slide in Impress?

Ans: 1 slide(Title slide)

Q:4 By default page orientation of slide is?

Ans: Landscape

Q:5 How many menu are presented in Libre office Impress?

Ans: 10 (file, edit, view, Insert, format, Slide, Slide show, tools, Window,help)

Q:6 The area on a slide which is hold text, charts, cliparts,& object and many more is called as?

Ans: Placeholder

Q:7 What is maximum & minimum zoom in Impress?

Ans: max-3000% & min-5%

Q:8 Paper copy of presentation given to Audience is known as?

Ans: Handouts

Q:9 The visual effects on a slide is called as?

Ans: Transitions

Q:10 What are the valid property of Transition in Impress?

Ans: Duration, Variant & Sound.

Q:11 A new slide that contain an unordered list from the titles of the slide that follow the selected slide is called?

Ans: Outline slide.

Q:12 How many presentation view presented in Impress?

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Ans: 5 view

Q:13 How many Master view presented in Impress?

Ans: 3 view

Q:14 The best view of presentation in which you can see all your slide at one time?

Ans: Slide sorter view.

Q:15 How many slide layout are available in Impress?

Ans: 12 layout

Q:16 To protect Sensitive information in Impress we will use?

Ans: Redact

Q:17 The pre-formatted or created slide in Impress is known as?

Ans: Design Templates.

Q:18 What are the valid mode in presentation mode in Impress?

Ans: Full screen, loop & repeat, In a window.

Q:19 Presentation can be converted into?

Ans: Bitmap, Metafile,& 3D.

Q:20 To revert the formatting of a manually formatting objects on a slide to the style defined the master slide use?

Ans: clear direct formatting.

Q:21 Special effects onn a slide object is called as?

Ans: Animations

Q:22 is an electronic page in Impress?

Ans: Slide.

Q:23 Which of the file format can be added to a presentation?

Ans: jpeg,wmv,mpeg.

Q:24 The maximum number of slide can be printed on a A4 size paper?

Ans: 9 slides

Q:25 When a text box is deleted from a slide.

Ans: The text box and text both are deleted.

Q:26 What is the best way to create a uniform background image to all slides?

Ans: Define background image into slide master.

Q:27 Libre office Impress presentation can be exported in which format?

Ans: BMP, PDF, GIF.

Q:28 In libre office Impress which shortcut key is used to repeat the

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slide show continuously?

Ans: Loop.

Q:29 Which view is used for creating, formatting and designing slides?

Ans: Slide sorter view.

Q:30 Which of the followinng is used to maintain the consistency in design and colors in the presentation?

Ans: Master slide.

Q:31 If you add a graphic in a master slide it will appear on every slide of your presenatation?

Ans: True.

Q:32 When you insert a new slide,it insert according to its previous slide layouts?

Ans: True.

Q:33 In Libreoffice Impress which is contain only text?

Ans: Outline view.

Note: All shortcut keys of impress are also include.

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