

CLASS - 6

SUB: COMPUTER

L-3: ENHANCING A PRESENTATION

EXER: I

SECTION - A

A. FILL IN THE BLANKS:

1. Transition are the special effects that you see when one slide changes to another slide show view.
2. Animation effects can be applied on both objects and text on a slide.
3. Action Button is ready made button for defining hyperlink on a slide.
4. It is essential to connect a microphone to the computer while recording your sound.
5. From Beginning button is present on the start slide show group.
6. Loop until stopped checkbox is used to continuously play a sound clip.

B. State True or false :

- | | |
|----------|----------|
| 1. True | 5. True |
| 2. True | 6. false |
| 3. false | 7. false |
| 4. False | |

C. Application Based Questions:

1. Action Button and Insert Tab.
2. Start > scroll down to > Microsoft office > Word 2016

SECTION - BA. MCQ.

1. (a)
2. (a)
3. (c)
4. (b)

OKi:)

L-3: ENHANCING A PRESENTATIONSECTION - B

B. Answer the following Questions.

Q1. What do you understand by Animation? How is it helpful in a presentation?

Ans: Animation is an effect that has the ability to move objects, like text, graphics, charts, logo, etc. on the slide is called "Animation". It is quite beneficial when you wish to focus on important points.

Q2. What do you mean by Transition?

Ans: Transition effect means when one slide changes to another during Slide Show view.

Q3. How will you insert your own sound in a presentation?

Ans: To add or insert our own sound in a presentation, follow the steps:

- 1) select the slide to insert the recorded sound.
- 2) Click on the Audio drop down arrow in the Media group on the insert tab.
- 3) choose record audio
- 4) Type a name for the audio recording in Record Sound dialog box.
- 5) click on record button
- 6) When recording is done, click 'OK'. The Audio clip icon (Speaker image) appears on the slide.

L-3: ENHANCING PRESENTATION

Q. What is an Action Button? Why is it used in a slide?

Ans: In Power Point, you have the facility to link to a web page, email address, file, slide in the same page or presentation or different presentation. This can be done by using Hyper-links and Action Button.

Action Buttons are built in shapes, which you can add to a presentation and set link to another slide, play a sound or perform some other action.