

# Digital Presentation

Class IX , Ch-5( IT #402)  
Period 6

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## Check Your Progress

- A. Multiple Choice Questions
- 1. Which of the following option is not available on Presentation Wizard?  
(a) Empty presentation  
(b) Form template  
(c) Open new presentation (d) Open existing presentation
- 2. Which of the following is not a part of main Impress window?  
(a) Slides pane (b) Workspace (c) Work pane (d) Task pane
- 3. Which of the following is not a section of tasks pane?  
(a) Master pages (b) Layouts (c) Custom View (d) Custom animation
- 4. Which view button listed below is not one of those available in the workspace?  
(a) Normal view (b) Outline view (c) Thumbnail view  
(d) Notes

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5. Which view is generally used for creating, formatting and designing slides?  
(a) Normal view    (b) Outline view    (c) Notes    (d) Slide Sorter view
6. The slide show can be exited at any time during the show by pressing which of the following keys?  
(a) Space bar    (b) End key    (c) Break key    (d) Esc key
7. Which of the following features is used to create a new slide show with the current slides but presented in a different order?  
(a) Rehearsal (b) Custom Slide show (c) Slide Show Setup (d) Slide Show View
8. Which of the following feature is used to progress the slide show automatically while speaking on the topic?  
(a) Custom Animation (b) Rehearse Timing (c) Slide Transition (d) Either (a) or (b)

- B. Fill in the blanks
- 1. \_\_\_\_\_ is used to maintain consistency in design and colour in the presentation.
- 2. \_\_\_\_\_ view is used to view all the slides simultaneously.
- 3. \_\_\_\_\_ is used to perform basic operations on the presentation
- 4. Master Page is used to modify the \_\_\_\_\_ of the slide.
- 5. To create a new blank presentation, use the key combination \_\_\_\_\_.
- 6. In every presentation, first slide should be \_\_\_\_\_.
- 7. To save a presentation, we can use key combination \_\_\_\_\_.
- 8. In LibreOffice Impress, by default the presentation is saved with \_\_\_\_\_ extension.
- 9. The keyboard shortcut key for slide show is \_\_\_\_\_

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- 10. The short cut key to close the LibreOffice impress is \_\_\_\_\_.
- 11. The short cut key to insert a new slide is \_\_\_\_\_.
- 12. The \_\_\_\_\_ view is used to apply animation on the content of slide
- 13. A paper copy of presentation given to the audience is known as \_\_\_\_\_.
- 14. To play a sound during transitions, select a sound from the \_\_\_\_\_ list.
- 15. To play the sound repeatedly, the \_\_\_\_\_ is used

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- C. State whether the following statements are True or False
- 1. The order of the slides cannot be changed in slides pane
- 2. Slide design or layout can be changed for multiple slides simultaneously.
- 3. Every slide in a presentation has exactly one slide master.
- 4. Animations once applied can be changed but cannot be removed.
- 5. Slide names are included in outline view.
- 6. The notes added to slides can be seen during the presentation.
- 7. A presentation can have multiple slide masters.
- 8. A user can create his/her own slide master.
- 9. Once a pre-defined slide master is selected, the background of slide cannot be changed.
- 10. The text added to the header is displayed on the first slide only.

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- 11. The text added to the footer is displayed on the last slide only.
- 12. User can create his/her own template and use it in the Presentation Wizard.
- 13. The Notes View is used for the audience.
- 14. It is not possible to insert audio or video clips in the presentation.
- 15. Header and footer can be inserted in the presentation.

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# THANKING YOU

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