

Digital Presentation

Class IX , Ch-5(IT #402)
Period 7

CHANGING YOUR TOMORROW

Short answer questions (50 words)

- D. 1. List the possible multimedia contents that are included while creating a presentation.
- 2. List the important points to be considered while making an effective presentation.
- 3. What are the advantages of using a presentation?
- 4. What objects can be inserted to slides in Impress?
- 5. What are the steps to add picture or object to the slide?
- 6. How can text be added to header or footer on the sliders?
- 7. Describe the use of fields available in header and footer.

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- 8. Write the steps to create a template.
- 9. Write down the steps to add slide transition in your presentation.
- 10. How will you add the slide number at the bottom of each slide?
- 11. How will you insert a company's logo (picture) in first slide of your presentation?
- 12. How will you add the name of the company on the top of the each slide?
- 13. Write down the steps to create a table in a presentation.
- 14. Write down the steps to insert a chart in slide.
- 15. What are the five views of presentation?

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Shortcut keys for controlling dialogs

Shortcut Keys	Effect
Enter key	Activates the focused button in a dialog
Esc	Terminates the action or dialog
Spacebar	Toggles the focused check box in a dialog
Arrow keys	Changes the active control field in an option section of a dialog
Tab	Advances focus to the next section or element in a dialog
Shift+Tab	Moves the focus to the previous section or element in a dialog
Alt+Down Arrow	Opens the list of the control field currently selected in a dialog These shortcut keys apply not only to combo boxes but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key

Shortcut keys for controlling documents and windows

Shortcut Keys	Effect
Ctrl+O	Opens a document
Ctrl+S	Saves the current document
Ctrl+N	Creates a new document
Ctrl+Shift+N	Opens Templates and Documents dialog
Ctrl+P	Prints document
Ctrl+F	Activates the Find toolbar

Shortcut keys for editing or formatting documents

Shortcut Keys	Effect
Ctrl+Tab	When positioned at the start of a header, a tab is inserted
Ctrl+X	Cuts out the selected elements
Ctrl+C	Copies the selected items
Ctrl+V	Pastes from the clipboard
Ctrl+Alt+Shift+V	Pastes unformatted text from the clipboard. The text is pasted using the format that exists at the insertion point
Ctrl+Shift+V	Opens the Paste Special dialog
Ctrl+A	Selects all
Ctrl+Z	Undoes last action
Ctrl+Y	Redoes last action
Ctrl+Shift+Y	Repeats last command
Ctrl+I	The Italic attribute is applied to the selected area. If the cursor is positioned in a word, this word is also marked in italic
Ctrl+B	The Bold attribute is applied to the selected area. If the cursor is positioned in a word, this word is also put in bold
Ctrl+U	The Underlined attribute is applied to the selected area. If the cursor is positioned in a word, this word is also underlined
Ctrl+M	Removes direct formatting from selected text or objects (as in Format - Clear Direct Formatting)

Ctrl+H	Calls the Find & Replace dialog
Ctrl+Shift+F	Searches for the last entered search term
Ctrl+Shift+J	Toggles the view between full screen mode and normal mode in Writer or Calc
Ctrl+Shift+R	Redraws the document view
Ctrl+Shift+I	Enable or disable the selection cursor in read-only text
F1	Starts the LibreOffice Help
Shift+F1	Context Help
Shift+F2	Turns on Extended Tips for the currently selected command, icon or control
F6	Sets focus in next sub-window (for example, document/data source view)
Shift+F6	Sets focus in previous sub-window
F10	Activates the first menu (File menu)
Shift+F10	Opens the context menu
Ctrl+F4 or Alt+F4	Closes the current document (close LibreOffice when the last open document is closed)
Ctrl+Q	Exits application

THANKING YOU

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