

CLASS 9 IT UNIT 5 – DIGITAL PRESENTATION

★ A. MULTIPLE CHOICE QUESTIONS — WITH ANSWERS

1. Which option is NOT available on Presentation Wizard?

Answer: (c) Open new presentation

2. Which is NOT a part of main Impress window?

Answer: (c) Work pane

3. Which is NOT a section of task pane?

Answer: (c) Custom View

4. Which view button is NOT available in workspace?

Answer: (c) Thumbnail view

5. Which view is used for creating, formatting & designing slides?

Answer: (a) Normal view

6. Slide show can be exited by pressing?

Answer: (d) Esc key

7. Feature used to create a new slide show in different order?

Answer: (b) Custom Slide Show

8. Feature used to progress slide show automatically?

Answer: (b) Rehearse Timing

★ B. FILL IN THE BLANKS — WITH ANSWERS

1. _____ is used to maintain consistency in design & colour.

Answer: Master Slide / Master Page

2. _____ view is used to view all slides simultaneously.

Answer: Slide Sorter view

3. _____ is used to perform basic operations on presentation.

Answer: Standard Toolbar

4. Master Page modifies the _____ of the slide.

Answer: background

5. New blank presentation shortcut: _____.

Answer: Ctrl + N

6. First slide should be _____.

Answer: Title slide

7. Save presentation shortcut: _____.

Answer: Ctrl + S

8. Default Impress extension: _____.

Answer: .odp

9. Shortcut key for slide show: _____.

Answer: F5

10. Shortcut key to close Impress: _____.

Answer: Ctrl + Q

11. Shortcut key to insert new slide: _____.

Answer: Ctrl + M

12. _____ view is used to apply animation.

Answer: Custom Animation view

13. Paper copy of presentation is called _____.

Answer: Handout

14. To play sound during transitions, select from _____ list.

Answer: Sound list

15. To play sound repeatedly, use _____.

Answer: Loop until next slide

★ C. TRUE / FALSE — WITH ANSWERS

1. Order of slides cannot be changed in slides pane.

Answer: False

2. Slide design/layout can be changed for multiple slides.

Answer: True

3. Every slide has exactly one slide master.

Answer: False

4. Animations once applied can be changed but not removed.

Answer: False

5. Slide names are included in outline view.

Answer: True

6. Notes added to slides can be seen during presentation.

Answer: False

7. A presentation can have multiple slide masters.

Answer: True

8. User can create his/her own slide master.

Answer: True

9. Background cannot be changed after selecting slide master.

Answer: False

10. Header text appears only on first slide.

Answer: False

11. Footer text appears only on last slide.

Answer: False

12. User can create own template and use it in Presentation Wizard.

Answer: True

13. Notes View is used for audience.

Answer: False

14. Audio/video clips cannot be inserted.

Answer: False

15. Header and footer can be inserted.

Answer: True

★ D. SHORT ANSWER QUESTIONS — WITH ANSWERS (50 words)

1. Multimedia contents included in a presentation?

Answer: Text, images, audio, video, charts, tables, animations, transitions, shapes, clipart.

2. Important points for effective presentation?

Answer: Use simple design, readable fonts, limited text, relevant images, proper contrast, consistent layout, smooth transitions, and avoid clutter.

3. Advantages of using presentation?

Answer: Easy to understand, visually appealing, supports multimedia, improves communication, useful for teaching, business, and demonstrations.

4. Objects that can be inserted in Impress?

Answer: Pictures, shapes, tables, charts, audio, video, text boxes, WordArt, symbols.

5. Steps to add picture/object to slide?

Answer: Insert → Picture → From File → Select image → Open → Resize/position.

6. Add text to header/footer?

Answer: View → Header & Footer → Enter text → Apply to all slides.

7. Use of fields in header/footer?

Answer: Fields insert date, time, slide number, author name automatically.

8. Steps to create a template?

Answer: Create slide → Format background → Add layout → Save as Template (.otp).

9. Steps to add slide transition?

Answer: Slide Sorter → Slide Transition → Choose effect → Set speed → Apply.

10. Add slide number at bottom?

Answer: Insert → Header & Footer → Slide number → Apply to all.

11. Insert company logo on first slide?

Answer: Insert → Picture → From File → Select logo → Place on slide.

12. Add company name on top of each slide?

Answer: View → Master Slide → Insert text box → Type company name → Save.

13. Steps to create table in presentation?

Answer: Insert → Table → Select rows/columns → Enter data → Format.

14. Steps to insert chart in slide?

Answer: Insert → Chart → Edit data → Choose chart type → Apply.

15. Five views of presentation

Answer: Normal View, Slide Sorter View, Notes View, Handout View, Outline View.