

Unit 5: Digital Presentation (Basic) — Notes

■ 1. Introduction to Digital Presentation

English:

A digital presentation is a visual way of presenting information using slides, text, images, charts, animations, and multimedia.

Hindi:

डिजिटल प्रेजेंटेशन स्लाइड्स, टेक्स्ट, चित्र, चार्ट, एनीमेशन और मल्टीमीडिया की मदद से जानकारी को दृश्य रूप में प्रस्तुत करने का तरीका है।

■ 2. Presentation Software

Examples:

- MS PowerPoint
- Google Slides
- LibreOffice Impress
- WPS Presentation

Hindi:

- एमएस पावरपॉइंट
- गूगल स्लाइड्स
- लाइब्रेऑफिस इम्प्रेस
- डब्ल्यूपीएस प्रेजेंटेशन

■ 3. Components of a Presentation Window

- **Title Bar** – Shows file name
- **Ribbon** – Contains tools
- **Slides Pane** – Shows slide thumbnails
- **Workspace** – Main slide editing area
- **Status Bar** – Slide number, notes
- **Notes Pane** – Speaker notes

■ 4. Creating a Presentation

Steps:

1. Open MS PowerPoint
2. Click **Blank Presentation**
3. Choose a **Theme**
4. Insert slides
5. Add text, images, shapes
6. Save using **Ctrl + S**

Hindi:

1. पावरपॉइंट खोलें
2. ब्लैंक प्रेजेंटेशन चुनें
3. थीम चुनें
4. स्लाइड जोड़ें
5. टेक्स्ट, चित्र, शेप जोड़ें
6. **Ctrl + S** से सेव करें

5. Types of Slides

- Title Slide
- Content Slide
- Picture Slide
- Chart Slide
- Comparison Slide

6. Slide Layouts

- Title
- Title & Content
- Two Content
- Picture with Caption
- Blank

Hindi:

- शीर्षक

- शीर्षक और सामग्री
- दो सामग्री
- चित्र और कैप्शन
- खाली स्लाइड

■ 7. Working with Text

- Insert text box
- Change font style
- Change font size
- Bold, Italic, Underline
- Text color
- Alignment

■ 8. Insert Options

- Pictures
- Shapes
- Icons
- WordArt
- Charts
- Tables
- Audio
- Video

■ 9. Slide Transitions

English:

Transition is the effect applied when moving from one slide to another.

Hindi:

ट्रांज़िशन वह प्रभाव है जो एक स्लाइड से दूसरी स्लाइड पर जाते समय दिखाई देता है।

Examples:

- Fade
- Push

- Wipe
- Split

10. Animations

English:

Animations are effects applied to objects like text, images, shapes.

Hindi:

एनीमेशन वे प्रभाव हैं जो टेक्स्ट, चित्र या शेप पर लगाए जाते हैं।

Types:

- Entrance
- Emphasis
- Exit
- Motion Paths

11. Running a Slide Show

- Start from beginning: **F5**
- Start from current slide: **Shift + F5**
- Next slide: Right Arrow / Enter
- Previous slide: Left Arrow

12. Printing a Presentation

- Ctrl + P
- Print slides
- Print handouts
- Print notes pages

13. Glossary (Key Terms)

Term	English Meaning	Hindi Meaning
Slide	A single page of presentation	प्रेजेंटेशन का एक पेज
Transition	Effect between slides	स्लाइडों के बीच प्रभाव
Animation	Effect on objects	वस्तुओं पर प्रभाव

Term	English Meaning	Hindi Meaning
Theme	Design style	डिज़ाइन शैली

14. Short Questions

Q1. What is a digital presentation?

A visual method of presenting information using slides.

Q2. Name any two presentation software.

MS PowerPoint, Google Slides.

Q3. What is a slide transition?

Effect applied between two slides.

Q4. What is animation?

Effect applied to objects like text or images.

15. Long Questions

Q1. Explain the steps to create a digital presentation.

Open PowerPoint → Choose blank presentation → Select theme → Insert slides → Add text/images → Save.

Q2. Describe different types of animations.

Entrance, Emphasis, Exit, and Motion Path animations.

16. MCQs

1. MS PowerPoint is used for:

- a) Documents
- b) Presentations
- c) Spreadsheets

Answer: b) Presentations

2. F5 is used to:

- a) Save
- b) Start slide show
- c) Insert slide

Answer: b) Start slide show

3. Transition applies to:

- a) Text
- b) Slide change
- c) Images

Answer: b) Slide change

4. Animation applies to:

- a) Objects
- b) Slides
- c) Themes

Answer: a) Objects

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