Revision Pointer

Chapter 1 – Computer Memory

- **Computer memory** is used to store data and information in the computer.
- All the data and instructions are stored in the computer in the form of **digital numbers i.e. 0 and 1**
- **Computer memory** is measured in bits and bytes.
- **BIT- binary digits- 0 and 1**
- A **bit** is the smallest unit of information that a computer can process.
- A **Byte:** basic storage unit of data in the memory.
- Two types of memory: - **Primary** memory and **Secondary** memory
- RAM and ROM are primary memory.
- **Volatile memory- loses content** when **power** is turned **off.**
- **Non-Volatile memory- retains content** even when **power** is turned **off.**
- **RAM**: Random Access Memory
- **ROM** : Read Only Memory
- **RAM** is the main memory that stores data and instructions **temporarily** in the computer.
- The data in the **ROM** cannot be changed and is stored **permanently**.
- When we **start** computer, the following are loaded into the **RAM:**
    - o Operating System
    - o Application software
    - o Previously saved data
- **ROM** is used to store things like the computer's **BIOS.**
- **Secondary Storage** devices examples: Hard disk, CD, DVD, Blu Ray Disk, Pen drive and memory card.

Chapter 3 – Multimedia Presentation in MS PowerPoint

- A **template** is a **predesigned** presentation that includes custom **formatting** and **designs**.
- You can add **transitions** while **moving** from **one slide to next slide** by choosing any desired effect under the **Transitions Tab.**
- An **animation** effect is a special **visual** or **sound** effect added to text or objects on a slide.
- The **WordArt** feature helps us to create **special text effects**.
    Insert Tab-> Text group -> WordArt
- The **SmartArt** contains a variety of **graphical layouts** and **diagrams** to display data in a presentation.
    Insert Tab-> Illutrations group -> SmartArt
- **Shapes** is a drawing feature that helps in drawing **different shapes**.
    Insert Tab-> Illutrations group -> Shapes
- A **Chart** is a tool you can use to communicate your data graphically.

    Insert Tab-> Illutrations group -> Chart option

- **Animation:**

Entrance	determines the way an object appears on a slide, for example, an object can move onto a slide.
Emphasis	does something to draw attention to an object; for example, the object can become larger.
Exit	determines the way an object leaves a slide, for example, an object can move off a slide.
Motion Paths	determines how an object moves around a slide; for example, an object can move from left to right.

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Normal View: It is the **default view** used for creating presentations.

Outline panel	It is used to organize and develop the content of the presentation.
Slide panel	It shows how the text looks on the slides.
Notes panel	This panel allows you to add speaker notes or information to share with the audience.

- **Outline View:** It shows the text in the presentation and allows to view the content of multiple slides at once.
- **Slide Sorter:** It displays **all the slides** in our presentation in **horizontal sequenced, thumbnails.** We can **also rearrange slides.**
- **Notes Page:** It shows the **speaker notes** that we can add to the **Notes pane** for each slide.
- **Reading View:** It is used to **deliver** your presentation to your audience.