

Chapter 4 – Multimedia Presentation in MS PowerPoint

- A **template** is a **predesigned** presentation that includes custom formatting and designs.
- You can create a new presentation using the built-in templates available in PowerPoint.
- **Transitions** and **animation** effects make your presentation unique and interesting.
- **Template** – a predesigned presentation that includes custom formatting and designs.
- **Transition** – motion effects that occur when you move between slides. You can add **transitions** while moving from one **slide** to the next 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 create special **text** effects. This option is present under the
 - **Insert** tab → **Text** group → **WordArt**.
- **SmartArt** contains a variety of **graphical layouts** and **diagrams** to display data in a presentation. This option is present under the
 - **Insert** tab → **Illustrations** group → **SmartArt**.
- **Shapes** is a feature that helps in drawing different **shapes**. You can add a variety of shapes from the Shapes dialog box present under the
 - **Insert** tab → **Illustrations** group → **Shapes** option.
- A **chart** is a tool you can use to display data graphically. You can select different types of charts from the Insert Chart dialog box present under the
 - **Insert** tab → **Illustrations** group → **Chart** option.
- There are many options in PowerPoint to make your text and other objects visually attractive. These include: **WordArt, SmartArt, Shapes, Charts**.
- **WordArt** – helps us to create special text effects.
- **SmartArt** – contains a variety of graphical layouts and diagrams.
- **Chart** – a tool you can use to communicate your data graphically.
- Presenting information in the form of a **chart** or a **SmartArt** graphic makes it easy for viewers to understand the topic
- PowerPoint gives you various ways in which you can view your presentation.
 - **Normal view** is the default view used for **creating** and **viewing** presentation slides.
 - **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.
 - **Computer memory** is used to store data and information in the computer.

Book Work for reference.

1. Fill in the Blanks

Q. (1) A _____ can save a lot of time and effort when starting a new presentation.

Ans. template

Q. (2) _____ is a tool used to create a visual representation of information, containing a variety of graphical layouts and diagrams.

Ans. SmartArt

Q. (3) You can add a variety of shapes by using the Shapes option under the _____ group in the Insert tab.

Ans. Illustrations

Q. (4) _____ view helps you to organize the sequence of your slides as you create your presentation.

Ans. Slide Sorter

Q. (5) The _____ view is used to deliver your presentation to your audience.

Ans. Reading

2. State Whether the Statements Are True or False

Q. (1) A template can save a lot of time and effort when starting a new presentation.

Ans. True

Q. (2) You cannot control the speed of transition effects.

Ans. False

Q. (3) An animation effect is a special visual or sound effect added to text or objects on a slide.

Ans. True

Q. (4) Entrance determines the way an object leaves a slide.

Ans. False

Q. (5) The SmartArt feature helps us to create special text effects by giving a unique look to the text.

Ans. False

Q. (6) A chart is a tool you can use to communicate your data graphically.

Ans. True

Q. (7) Normal view is the default view used for creating and viewing presentation slides.

Ans. True

Q. (8) Slide panel allows you to add speaker notes or information to share with the audience.

Ans. False

Q. (9) Outline view displays the text as well as pictures on your slides.

Ans. False

Q. (10) You cannot add text or pictures in the Slide Sorter view.

Ans. True

3. Answer the Following in Brief

Q. Write down the steps to create a PowerPoint presentation using a predefined built-in template.

Ans. Click File → select New → select a template from the gallery → click Create.

A new presentation will appear using the selected template.

Q. Explain the different animation categories available to add to your PowerPoint presentation.

Ans. **Entrance** – determines the way an object appears on a slide.

Emphasis – draws attention to an object.

Exit – determines the way an object leaves a slide.

Motion Paths – determines how an object moves around a slide.

Q. Explain the following terms:

Ans.

a) WordArt – A feature used to create special text effects and give text a unique look.

b) SmartArt – A feature that provides a variety of graphical layouts and diagrams for presenting information.

c) Chart – A tool used to communicate or represent data graphically.

Q. What do you understand by Normal view? Also name and explain its parts.

Ans. **Normal view** is the default view used for creating and viewing presentation slides.

Outline pane – helps organize and develop the content of the presentation.

Slide pane – shows how the current slide looks.

Notes pane – allows you to add speaker notes or other information related to the slide.

Q. Explain the Notes Page view and its use.

Ans. Notes Page view displays the slide and the notes pane together on one page. The notes area is used by the presenter to type notes related to the slide, which can be referred to during the presentation or later.