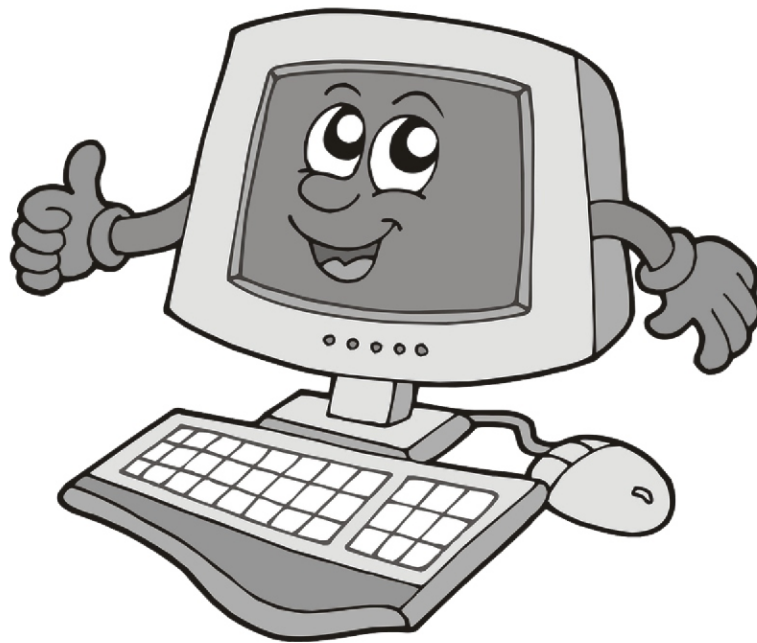


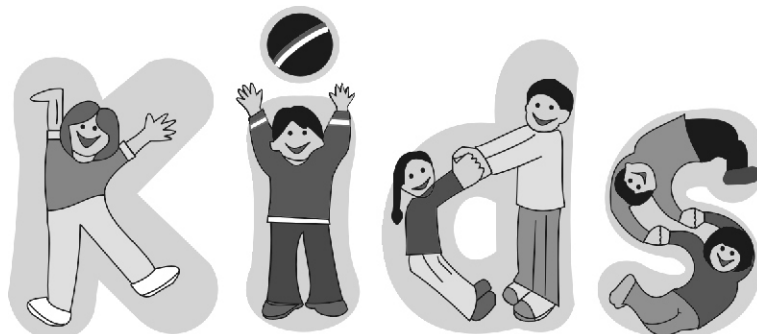
Teacher's Hand Book

Revised Edition

MS PowerPoint-19



IIST



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based on International Standard.**

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EXERCISE - 1

MS POWERPOINT Introduction to PowerPoint



I Choose the correct answer.

1. MS PowerPoint is a _____ software. **Ans: Presentation**
2. A presentation is a collection of _____. **Ans: Slides**
3. The title bar is located at the _____ of the screen. **Ans: Top**
4. The _____ contained the name of the opened file. **Ans: Title bar**
5. Commands that are used frequently are located in _____.

Ans: Quick Access toolbar

II Say True or False.

1. The ribbon contains two parts. **[True]**
2. Status bar is the vertical and horizontal guide. **[False]**
3. You can use a ruler to hold text, pictures and charts. **[False]**
4. The Ribbon contains all the slides. **[False]**
5. PowerPoint is a part of Microsoft Visual Studio. **[False]**

III Match the following.

- | | | |
|-------------------------|---------|-----------------------------|
| 1. Presentation | [] | a. Empty Rectangular Area |
| 2. Title bar | [] | b. Save, Undo, Redo |
| 3. Quick Access Toolbar | [] | c. Current Slide number |
| 4. Status bar | [] | d. Collection of slides |
| 5. Slide | [] | e. At the top of the screen |

Ans: 1. D 2. E 3. B 4. C 5. -A

IV Answer the following questions.

1. What is a presentation?

Ans: A presentation is a collection of slides, handouts, speaker's notes all in one file. Slides represent the individual pages of the presentation.

2. Write the steps to open PowerPoint.

Ans: Steps to open PowerPoint:

Step 1: Click the Start button.

Step 2: Click All apps.

Step 3: Click on PowerPoint.

3. How can you save a presentation?

Ans: To Save a presentation:

Step 1: Click on File menu.

Step 2: Click the Save Browse. The Save As dialog box appears.

Step 3: Type the filename.

Step 4: Click the Save button.

4. How can you close a presentation?

Ans: To close a presentation, click on File Close.

5. Write the steps to close PowerPoint.

Ans: Steps to close PowerPoint:

Step 1: Click on File menu.

Step 2: Click Close.

EXERCISE - 2

MS POWERPOINT
Editing and Organizing Slides



I Choose the correct answer.

1. The _____ command is used to cancel the last action.

Ans: Undo

2. The _____ key is used to undo an action.

Ans: Ctrl+Z

3. The shortcut key for cut is _____.

Ans: Ctrl+X

4. To delete a word to the right of the cursor press _____.

Ans: Ctrl+Del

5. To delete a character to the right of the cursor press the _____ key. **Ans: Delete**

II Say True or False.

1. A PowerPoint presentation can have only one slide. You cannot add any slide to it. **[False]**
2. Once a slide is added to a presentation it can't be deleted. **[False]**
3. You can quickly search for every occurrence of a specific word or phrase in PowerPoint. **[True]**
4. To select a block of text drag the mouse on the status bar. **[False]**
5. The selection in PowerPoint can't be extended. **[False]**

III Match the following.

- | | | |
|-------------------|---------|-------------|
| 1. Cut | [] | a. Ctrl + H |
| 2. Copy | [] | b. Ctrl + X |
| 3. Paste | [] | c. Ctrl + Z |
| 4. Undo | [] | d. Ctrl + V |
| 5. Find & Replace | [] | e. Ctrl + C |

Ans: 1. B 2. E 3. D 4. C 5. -A

IV Answer the following questions.

1. How can you add a new slide?

Ans: To add a new slide:

Step 1: Click on New Slide drop-down list on the Home tab.

Step 2: Choose a layout from the gallery.

2. How can you delete a slide?

Ans: To delete a slide, right-click on the slide in the Slides pane, then click Delete Slide.

3. What are the shortcut for cut, copy and paste?

Ans:

Command	Short cuts
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V

4. Upto how many items can the clipboard of PowerPoint contain?

Ans: The clipboard of PowerPoint can contain upto 24 items.

5. What is the shortcut to Find?

Ans: The shortcut to find is Ctrl+F.

EXERCISE - 3

MS POWERPOINT Applying Formatting Effects



I Choose the correct answer.

1. Templates are saved in separate files with extension _____. Ans: **.POTX**
2. We use _____ for making a list or a point wise report. Ans: **Bullets**
3. The _____ feature raises the selected text above the base line. Ans: **Superscript**
4. The _____ feature lowers the selected text below the base line. Ans: **Subscript**
5. The _____ command allows use to easily change the case of text in the table.

Ans: **Change case**

II Say True or False.

1. The bold button is used to make bullets. [False]
2. The F6 key is used to start spell check. [False]
3. You can't modify templet's text and design. [False]
4. To make underline text, the first step is to select the text. [True]
5. Spell check is used to check the spelling mistakes. [True]

III Match the following.

- | | | |
|-----------------------|---------|---------------------|
| 1. Increase font size | [] | a. Shift + F3 |
| 2. Decrease font size | [] | b. Ctrl + = |
| 3. Superscript | [] | c. Ctrl + Shift + > |
| 4. Subscript | [] | d. Ctrl + Shift + < |
| 5. Change Case | [] | e. Ctrl + Shift + = |

Ans: 1. C 2. D 3. E 4. B 5. A

IV Answer the following questions.

1. How can you add bullets in a slide?

Ans: To Add bullets:

Step 1: Select the text.

Step 2: Click the bullet button on the Home tab and select the desired bullet.

2. Write the steps to remove bullets and numberings.

Ans: Steps to remove bullets and numbering:

Step 1: Select the lines whose bullets and numbering has to be removed.

Step 2: Click the Bullets or Numbering button in the Home tab.

3. Write the steps to bold a selected text.

Ans: Steps to bold a selected text:

Step 1: Click on the Home tab.

Step 2: Click the bold button in the Font group.

4. Write the steps to italicize a selected text.

Ans: Steps to italicize a selected text:

Step 1: Click on the Home tab.

Step 2: Click the Italic button in the Font group.

5. How can you change the color of a selected text?

Ans: To change the color of a selected text:

Step 1: On the Home tab, click the arrow next to Font Color.

Step 2: Click on a color from the color pallet.

EXERCISE -4

MS POWERPOINT Drawing and Inserting Pictures



I Choose the correct answer.

1. When you select a picture the _____ tab appears on the Ribbon.

Ans: Picture

2. The picture command is in the _____ group.

Ans: Illustration

3. The first step to resize a picture is _____. **Ans: Select the picture**
4. The Crop command is in the _____ tab. **Ans: Format**
5. A picture can be moved from one place to another by _____. **Ans: Dragging**

Say True or False.

1. Pictures can be inserted from the Ribbon. **[True]**
2. The side sizing handles change the picture size, but don't keep the same proportions. **[True]**
3. You can keep the picture to a specific size. **[True]**
4. Pictures from file cannot be cropped. **[False]**
5. The brightness of any picture can be changed at any time. **[True]**

Answer the following questions.

1. How can you insert a picture from a file?

Ans: To insert a picture, click the Picture button in the Insert tab. Insert picture dialog box appears. Locate and select the picture, then click Insert.

2. How can you resize a picture?

Ans: To resize a picture, select the picture, Point on a sizing handle. The mouse pointer changes into a two headed arrow. Now click and drag diagonally.

3. How can you move a picture?

Ans: We can move a picture by clicking and dragging the picture to the desired location.

4. Write the steps to compress a picture.

Ans: Steps to compress a picture:

Step-1: Select the picture.

Step-2: Click the Compress Pictures command in the Format tab. A dialog box appears.

Step-3: Click the Options button to access the Compress pictures dialog box.

Step-4: Choose the Resolution.

Step-5: Change any of the default picture settings you wish.

Step-6: Then click OK.

EXERCISE - 5

MS POWERPOINT Word Art and Shapes



I Choose the correct answer.

1. Stylized text with textures, shadows, outlines and etc. are made using _____.

Ans: Word Art

2. The shapes command is in the _____ tab.

Ans: Insert

3. The _____ tab contains "Send to back" command.

Ans: Format

4. Lines, arrows, callout, stars etc are _____.

Ans: Shapes

5. The Text Outline command is in the _____ group.

Ans: Word Art Styles

II Say True or False.

1. You can change the color of the text in a Word Art. **[True]**

2. You can make a group of shapes. **[True]**

3. You can ungroup a group of shapes. **[True]**

4. A shape can be filled. **[True]**

5. An existing text can be converted to Word Art. **[True]**

III Answer the following questions.

1. How can you insert a Word Art?

Ans: To insert a WordArt, click the WordArt button in the Insert tab. A gallery appears with different WordArt styles. Select a style of your choice. You will get a word art text box on the slide. Now replace the text of the text box with your text.

2. How can you delete a Word Art?

Ans: To delete a WordArt, select the WordArt and press Del key in the keyboard.

3. How can you insert a shape?

Ans: To insert a shape, click the Shape button in the Insert tab and select a shape. Your mouse pointer becomes a plus symbol. Now click and drag diagonally to get your shape on the slide.

4. How can you change the style of a shape?

Ans: To change the style of the shape, select the shape and on the format tab, click the More drop-down arrow in the Shapes Style group. Now select a style.

5. How can you change the shape fill?

Ans: To change the shape fill, select the shape. On the Format tab, click the Shape Fill command. A color palette appears. Now select a color.

6. How can you make a group of shape?

Ans: To make a group of shapes, select the shapes. Then on the format tab, click the Group button, a sub menu appears. Click on Group in the submenu.

7. What is Bring to Front?

Ans: Bring to Front is a command, it brings an object to the front of other all objects.

EXERCISE - 6

MS POWERPOINT
Working with Charts and Tables



I Choose the correct answer.

1. A _____ is a tool that can be used to represent data graphically. **Ans: Chart**
2. The chart button is in the _____ group. **Ans: Illustrations**
3. When you insert a chart _____ new tabs are appear. **Ans: Three**
4. When you change any data in the data sheet the related chart _____.
Ans: Updates automatically
5. The upper part of the chart that display the heading is _____. **Ans: Title**

II Say True or False.

1. The chart button is in the Home tab. **[False]**
2. After inserting the chart the source data cannot be changed. **[False]**
3. The chart can be formatted at any time. **[True]**
4. A table is a grid of cells arranged in rows and columns. **[True]**
5. Shading can be applied to a table. **[True]**

III Match the following.

- | | | |
|----------------|---------|---------------------|
| 1. Chart data | [] | a. Two |
| 2. Chart Title | [] | b. Design tab |
| 3. ChartAxis | [] | c. Displays Heading |
| 4. Table | [] | d. In Excel sheet |
| 5. Table style | [] | e. Grid of cells |

Ans: 1-D 2-C 3-A 4-E 5-B

IV Answer the following questions.

1. How can you insert a chart in a slide?

Ans: To insert a chart, click the Chart button in the Insert tab. Insert chart dialog box appears. Select a chart, then click Ok. Excel opens. Replace the data with your data. Then close Excel.

2. Write the parts of a chart.

Ans: The parts of a chart are: Source data, Title, Legend, and Axis.

3. How can you insert a row in a table?

Ans: To insert a row in a table, place the insertion point in the row where the new row to be inserted. Then on the Layout tab, click Insert Below or Insert Above command.

4. How can you delete a row?

Ans: To delete a row, place the insertion point anywhere in the row. Then click the Delete command in the Layout tab. A submenu appears. Click Delete Rows.

5. How can you insert a column in a table?

Ans: To insert a column in a table, place the insertion point in the column where the new column to be inserted. Then on the Layout tab, click Insert Left or Insert Right command.

6. How can you delete a column in a table?

Ans: To delete a column, place the insertion point anywhere in the column. Then click the Delete command in the Layout tab. A submenu appears, click Delete Columns.

EXERCISE - 7

**MS POWERPOINT
Viewing and Printing Slides**



I Choose the correct answer.

- | | |
|---|---------------------------|
| 1. The _____ view normally appears on its own. | Ans: Normal |
| 2. The _____ view shows all the slides in a smaller size. | Ans: Slide sorter |
| 3. The _____ view is used for audience for presentation. | Ans: Slide show |
| 4. The Print option is available in the _____. | Ans: Office button |
| 5. The _____ key is used to view slide show. | Ans: F5 |

II Say True or False.

- | | |
|--|----------------|
| 1. Normal view contains two more options viz. Outline and Slides view. | [True] |
| 2. The Office button contains the print option. | [True] |
| 3. You can view the slides in gray scale in Print preview. | [True] |
| 4. The Slide Sorter View allows you to work with the text. | [False] |
| 5. The Slide View shows one slide at a time. | [True] |

III Answer the following questions.

1. What is normal view?

Ans: Normal view is where you create and edit your slides. It contains two options: (1) Outline view and (2) Slides view.

2. What is slide sorter view?

Ans: This view show all the slides in the presentation in a smaller size. You can quickly look at and recognize all the slides and sort them according to your needs.

3. Explain the slide show view.

Ans: This view fills the computer screen with a slide and is what the audience will see when they view the presentation. The slide show view has an additional menu that allows you to navigate through the slides, as well as other features you can use during a presentation.

4. How can you use the Print Preview?

Ans: To use the Print Preview, click on File menu, select Print. The presentation opens in Print Preview format in the right pan.

5. How can you print your presentation?

Ans: To print our presentation, click the File menu. Select Print (Printing options appear). Select Printer, Print range and no of copies. Then click Print button to print.



I Choose the correct answer.

1. Custom animation is in the _____ group. **Ans: Animations**
2. _____ are used to add visual effect to the slides. **Ans: Transitions**
3. The first step to apply default animation effect to text is _____. **Ans: select the text**
4. The _____ tab is used to apply transition to a slide. **Ans: Animation**
5. The _____ button in the custom animation pane is used to preview the animation effect. **Ans: Play**

II Say True or False.

1. PowerPoint does not allow you to add a variety of animations to each object in a slide. **[False]**
2. You can apply transition effect to all the slides. **[True]**

3. Animation can be removed. **[True]**
4. In PowerPoint we cannot apply animation effect to text. **[False]**
5. Multiple animation effects can be applied to any object in PowerPoint. **[True]**

Answer the following questions.

1. How can you apply animation effect?

Ans: Steps to apply animation effect

Step 1: Select the text or object on the slide you wish to animate.

Step 2: Select the Animations tab.

Step 3: Click the Animation drop-down menu in the Animations group to see the animation options for the selection. The options change based on the selected item.

Step 4: Move your cursor over each option to see a live preview of the animation on the slide.

Step 5: Click an option to select it.

2. How can you remove an animation effect?

Ans: Steps to remove an animation effect

Step 1: Select the text or object on the slide you wish to modify.

Step 2: Select the Animations tab.

Step 3: Click Animation pane in the Advanced Animations group. The Animation pane will appear on the right.

Step 4: Select the animation in the Animation pane list, if it is not selected.

Step 5: Click on the drop down arrow. Click Remove. The animation label will disappear from the slide and from the Animation pane list.

3. What is transition?

Ans: Transitions are used to add visual effects to the slides. Transition effects are the movements you see when a slide changes to another in a Slide Show view.

4. How can you add transition?

Ans: To add a transition, select the slide on which you want to add transition, then click the Transition tab (Transition to This Slide group appears on the top). Select a transition.

5. How can you re-order animation effects?

Ans: To re-order animation effect:

Step 1: Select the text or object

Step 2: Click Animation pane in the Advanced Animations group.

Step 3: Select the animation effect you want to re-order and click the re-order buttons to reorder the selected animation effect.

EXERCISE - 9

MS POWERPOINT Inserting Sound and Movie



I Choose the correct answer.

1. The sound command is in _____ group. **Ans: Media clips**
2. The first step to delete the sound is _____. **Ans: Select the sound icon**
3. A _____ can be applied to a movie inserted in PowerPoint. **Ans: Picture style**
4. The picture tools _____ tab appears when a sound file is inserted. **Ans: Format**

II Say True or False.

1. PowerPoint allows you to add sound to your presentation. **[True]**
2. On the sound tools Options tab, there are several options you can control that determine how the sound is used in the presentation. **[True]**
3. You can insert a movie from a file to your presentation. **[True]**
4. We can't control the volume of a sound file in PowerPoint. **[False]**
5. You can format the sound icon just like any picture. **[True]**

III Answer the following questions.

1. How can you insert a sound file from your computer?

Ans: The steps to insert a sound from a file in a presentation:

Step 1: Select the slide where you want to add sound.

Step 2: Select the Insert tab.

Step 3: Click the drop-down arrow on the Audio command in the Media group.

Step 4: Select Audio On my PC... from the menu. The Insert Audio dialog box will appear.

Step 5: Locate the sound file on your computer.

Step 6: Select the file and click OK.

2. Write the steps to delete a sound already inserted.

Ans: To delete a sound already inserted:

Step 1: Select the sound icon.

Step 2: Press Delete key on your keyboard.

3. How can you insert a movie in a slide?

Ans: Steps to insert a movie in a slide:

Step 1: Select the slide where you wish to insert the movie

Step 2: Select the Insert tab.

Step 3: Click the drop-down arrow on the Video command in the Media group.

Step 4: Select Video on My PC... from the menu. The Insert Movie dialog box appears.

Step 5: Locate the file you want to insert from your computer.

Step 6: Select the movie file and click on Ok.

4. Write the steps to preview the inserted movie.

Ans: To Preview the Movie:

Step 1: Select the movie on the slide.

Step 2: Click the play button below the video.

5. How can you change the volume of the inserted movie.

Ans: To Change the Movie Volume:

Step 1: Select the movie on the slide.

Step 2: Select the Sound Option.

Step 3: Increase or decrease the volume using the slide.

EXERCISE - 10

MS POWERPOINT Hyperlink and Action Buttons



I Choose the correct answer.

1. A _____ is a connection from one slide to a web page, email id, slide.
Ans: Hyperlink
2. In PowerPoint hyperlinks become active in _____ view. **Ans: Slide show**
3. In the slide show view the mouse pointer turns into a _____ when it is near the hyperlink.
Ans: Hand
4. An _____ is a readymade button for defining hyperlink. **Ans: Action button**
5. The hyperlink button is in the _____ tab. **Ans: Insert**

II Say true or False.

1. You can insert Hyperlink to an Email Address. **[True]**
2. PowerPoint provides action button to play movie and sound. **[True]**
3. You can edit or remove hyper links. **[True]**
4. A shape can be used for hyperlink. **[True]**

III Answer the following questions.

1. How can you insert a hyperlink?

Ans: To insert a hyperlink:

Step 1: Select the text or object that you want to use as a hyperlink.

Step 2: Select the Insert tab.

Step 3: Click the Link command in the Links group. The Insert Hyperlink dialog box will appear.

Step 4: If you use text for the hyperlink, the Text to display field will appear active in the dialog box. The text you select on the slide will appear in this field.

Step 5: Select the link from the right pane.

Step 6: To insert a screentip, Click ScreenTip and enter the ScreenTip text and click Ok.

Step 7: Click OK.

2. What is an action button?

Ans: Action buttons are built-in button shapes that you can add to a presentation and use as a hyperlink. When someone clicks or moves over the button, the action can occur.

3. How can you edit or remove a hyper link?

Ans: To Edit or Remove a hyperlink:

Step 1: Select the text or object with the hyperlink you want to remove.

Step 2: Select the Insert tab.

Step 3: Click the Link command in the Links group. The Edit Hyperlink dialog box appears.

Step 4: Edit the selected hyperlink.

(or)

Step 5: Click the Remove Link button to remove the link. Then click OK.

4. Which key is used to view the slide show?

Ans: F5 key is used to view the slide show.

EXERCISE - 11

MS POWERPOINT Finalize a Presentation & Package for CD



I Choose the correct answer.

1. If you are going to display a presentation on a computer other than your own you should use the _____ feature of PowerPoint. **Ans: Package for CD**
2. In the normal view, the slide show view command is at the _____. **Ans: Bottom**
3. The Setup Show command is in the _____ tab. **Ans: Slide Show**
4. The _____ command is used to hide a slide during slide show. **Ans: Hide Slide**

II Say True or False.

1. When a presentation is packaged for CD it can be viewed in a computer without PowerPoint. **[True]**
2. You can't hide a slide during presentation. **[False]**
3. While making package CD, PowerPoint copies all the linked files to the CD. **[True]**
4. The Package for CD option is in the Home Tab. **[False]**

III Answer the following questions.

1. How can you hide a slide during presentation?

Ans: To hide a slide during presentation:

Step 1: Select the slide you want to hide during slide show.

Step 2: Click the Hide Slide command in the Slide Show tab.

2. What is packaging a presentation on a CD?

Ans: Bundling all the linked files along with the presentation in a CD such that it can run in a system without PowerPoint is called packaging a presentation on a CD.

3. How can you open the Setup Show dialog box?

Ans: To open the Setup Show dialog box:

Step 1: Click the Slide Show tab.

Step 2: Click on Setup Slide Show button in the Set Up group.