

CLASS 4

LESSON 6: INTRODUCTION TO MS POWERPOINT 2007

1. **Name the labelled parts of the PowerPoint window beside the letter.**
 - a. Slides tab
 - b. Outline tab
 - c. Slide pane
 - d. View buttons
 - e. Notes pane

2. **Fill in the blanks.**
 - a. Outline tab
 - b. View buttons
 - c. Themes
 - d. Text Shadow
 - e. Delete
 - f. Bullets

3. **Put a tick (✓) if the given statement is correct and a cross (✗) if it is wrong.**
 - a. ✗
 - b. ✗
 - c. ✗
 - d. ✓
 - e. ✓
 - f. ✓

4. **Answer the questions.**
 - a. Microsoft PowerPoint is a powerful, yet easy-to-use presentation software that is used to create attractive and effective presentations, quickly and easily. It is a part of Microsoft Office suite of products.
 - b. A presentation is simply a computerised way of conveying ideas to others with the help of text and pictures. Every presentation is made up of slides. A slide refers to an individual page of a presentation to which you can add text, images, sound and various effects.
 - c. The basic method of creating a new presentation is to use a blank presentation. This method includes no preset design, colour or content suggestion. PowerPoint 2007 also provides a collection of themes and templates to create a new presentation. Themes include preset designs that are used to beautify a presentation. Templates, on the other hand, provide well-defined outline of a presentation having different styles and colours.
 - d. To delete a slide from a presentation, select the slide by clicking on it and press the Delete key.
 - e. A text is the most important component of any presentation. There are mainly two ways of adding text in any slide of a presentation: using text placeholders and text boxes.
 - f. You can start a slide show by following any of the steps given below.
 - Click the Slide Show tab and then click Slide Show From Beginning button in the Start Slide Show group.
 - Click the Slide Show view button on the status bar.
 - Press the F5 key.