

**Subject - Computer Assignment Question & Solved Answer**  
**Chapter – 5(Learning about making Presentation)**

**Exercise:-**

A. Choose the correct answer: -

1. Which of the following shows slides in thumbnail view? **Ans: Slide Sorter**
2. Which dialog box opens when we need to insert picture in a slide from a file? **Ans: Insert Picture**
3. Which option is used to start a slide show from beginning? **Ans: F5**
4. Which group in the INSERT tab is used to insert picture? **Ans: Image**
5. In Order to add WordArt to text in the PowerPoint, which option is used? **Ans: WordArt Styles.**

B. Fill in the blanks: -

1. PowerPoint is **graphics** software developed for Apple Macintosh operating system.
2. A **slide** is the single page in the in MS PowerPoint that displays information about a topic.
3. **WordArt** gives special effect to your text and helps to enhance the content of the presentation.
4. Go to the **Align text** option in the **Paragraph** group of the HOME tab to align a text.
5. The major portion of the main working area on the right side is the **slide pane.**

C. **True or false it's your home task.**

D. Answer to the questions:

1. **What is a power point?**

Ans: Power point is graphic software developed by Microsoft. Power point program is a combination of text, graphics and multimedia content to create and show slide to support presentation.

2. **Write the steps to open a power point window?**

Ans; - The following steps are given below to start power point: -

- i) Click the start button.
- ii) Click all the program option.
- iii) Select the power point from the menu.
- iv) And immediately the power point displayed on the screen.

3. **List out the main component of power point window?**

Ans: The component of power point are – (i) Tittle bar (ii) Quick Access toolbar  
(ii) Slide (iv) Place Holder (v) Ribbon (vi) Ruler (vii) View  
Bottom (viii) comments (ix) Notes pane etc.

4. **Describe the following components – (i) Ribbon (ii) Slide Pane (iii) Place Holder**

Ans: **(i) Ribbon:** - The ribbon has many tabs and each tab has a certain set of commands. The ribbon is the below the below the title bar.

**(ii) Slide Pane:** - The major portion of the main working area on the right side of the power point widow is called slide pane. It displays the slide on which you are currently working.

**(iii) Place Holder:** - When you click on a slide, rectangular dotted boxes appear on the screen. Here, you can add text or picture. This box is called placeholder.

## 5. How do you save a presentation?

Ans: To save a presentation, follow the given option: -

- i) Select the **File** tab in the **Ribbon** and click the **Save** option.
- ii) Click the **Brows** option. The **Save As** dialog box appears on the screen.
- iii) Choose the location where you want to save your presentation.
- iv) Type the file name in the **File name** textbox.
- v) Click the **Save** button.