

➤ Important terms:-

Words to Know

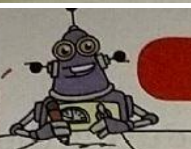
- **Animation Effects:** An option available in PowerPoint that allows animation effects to be applied to various objects such as text, picture on the slide and so on.
- **Transition Effects:** Effects that appear when one slide changes during a Slideshow.
- **Animation Painter:** A tool to copy animation effects from one object to another in PowerPoint.
- **Rehearse Timings:** A feature in PowerPoint that lets you record the timings for the slideshow.

RECAP ZONE



- Sound and video clips can be inserted in a PowerPoint presentation.
- The Media group on the Insert tab has options for adding audio and video to a slide.
- Animation effects can be applied to objects such as text, pictures, charts and so on.
- The animation effects are available in the Animation group on the Animations tab.
- Transition effects can be added from the Transition to This Slide group on the Transitions tab.
- You can record the timings for slideshow by using the Rehearse Timings option on the Slideshow tab.
- You can print the slides, notes pages or outline pages of a presentation.

Practice Zone



State whether the following statements are True or False.

1. It is not possible to use video and audio files available online in the presentation. _____
2. You can record your own voice and insert it in a presentation. _____
3. An audio file inserted on the first slide can be made to play till the end of the presentation. _____
4. A video cannot be played in full screen during the slide show. _____
5. You can trim an audio or video file inserted on the slide. _____

Answers of Practice Zone:-

- (1) False (2) True (3) True (4) False (5) True



Practice Zone

State whether the following statements are True or False.

1. A transition effect can be applied to the individual objects on the slide. _____
2. There are four categories of animation effects. _____
3. You can apply multiple animation effects on an object. _____
4. The Rehearse Timing feature lets you save the timings for a slideshow. _____
5. You can only see the animation effects or transition effects by running the slideshow. _____

Answers of Practice Zone:-

- (1)- False (2)- True (3)- True (4)- True (5)- True

ASSESSMENT ZONE



A. Choose the correct answer.

1. The _____ tab has the option to print PowerPoint slides.
 - a) Animations
 - b) Slideshow
 - c) Design
 - d) File
2. Which of the following is not a category under the Animation effects?
 - a) Entrance
 - b) Enhance
 - c) Emphasis
 - d) Motion Paths
3. Identify the odd one out.
 - a) Play Full screen
 - b) Fade in
 - c) Video Effects
 - d) Trim Video
4. Identify the incorrect statement.
 - a) You can reorder the animation effects using the Animation Pane.
 - b) The Animation Pane lets you play the animations on a slide.
 - c) A new picture can be added to the slide using the Animation Pane.
 - d) You can set the start option for animation effects using the Animation Pane.
5. The special effects used to introduce slides in a presentation are called _____.
 - a) effects
 - b) animations
 - c) transitions
 - d) present animations
6. Before delivering a presentation, you want to change the order in which the objects appear during the slideshow. Which of the following options will allow you to change the setting?
 - a) Animation Pane
 - b) Transition Pane
 - c) Playback tab
 - d) Rehearse Timings

Answers of Assessment Zone:-

(1)- d (2)- b (3)- c (4)- c (5)- c (6)- a

B. Fill in the blanks using the words given in the box.

Transition Rehearse Timings Playback Trim Audio Motion path Format

1. The _____ option on the Playback tab can be used for selecting the desired part of the inserted sound file.
2. The _____ and _____ tab appear when you insert an audio or a video file on a slide.
3. You should apply _____ animation effects on an object to make them move on the slide on the specific path.
4. _____ effects appear when one slide changes to the other during a slideshow.
5. You can make a slideshow run according to the recorded timings by using _____ option on the Slideshow tab.

Answers of "B" Section:-

(1) Trim Audio (2) Playback and Format (3) Motion Path
(4) Transition (5) Rehearse Timings

C. State whether the following statements are True or False.

1. Music and sound can be set to play automatically with the slide during a slideshow. _____
2. Pictures on a slide cannot be animated. _____
3. It is compulsory for the user to click to change one slide to the other. _____
4. You can record the slideshow timings. _____
5. Slides can be printed on paper in landscape or portrait orientation. _____
6. It is necessary for you to print all the slides of a presentation. _____

Answers of Fill in the blanks:-

(2) True (2) False (3) False (4) True (5) True (6) False

D. Answer the following questions:-

D. Answer the following questions.

1. Mention the various ways in which sound can be added to a presentation.
2. What are the four categories of Animation effects?
3. What are slide transition effects? How do you assign these effects?
4. How can you display a slide for a specified time during the slideshow?
5. Name a few options that should be set before printing a presentation.

1. **Answer:-** There are mainly three ways by which we can add sound to the presentation:-
 - Insert sound from an audio file saved on the computer.
 - Insert sound by searching for an online audio file.
 - Record sound.
2. **Answer:-** The four categories of animation effects are:-
 - Entrance effects.
 - Emphasis effects.
 - Exit effects.
 - Motion Paths
3. **Answer:-** The slide transition effects appear when one slide changes to the other during a slideshow. We can add same or different transition effects for the all slides.

We follow some steps to apply transition effects:-

Step 1:- Click on the Transitions tab

Step 2:- Click on More button in the transition to this slide group to display all the transition effects.

Step 3:- Click and chose a transition effect

Step 4:- Click on the effect options in the transition to this slide group to select an effect for the chosen transition.

Step 5:- Set the time in the duration box.

4. **Answer:-** We can display a slide for a specified time by doing two methods:-
- ✓ To set timings manually:- By using advance slide option
 - ✓ To set timings automatically:- By using Rehearse timing option
5. **Answer:-** Before printing a presentation we should set some options like-
1. Preview.
 2. Selection of printer.
 3. Add number of copies.
 4. Slide selection.
 5. Color selection for slide and
 6. Slide orientation.