

## CLASS NOTES

**Class: IX**

**Subject: IT**

**Topic: Presentation Software- Introducing Presentation (SESSION-1)**

**Q1- Impress presentations are given extension**

**Ans-** odp

**Q2- Which of the following can be one of the components of a slide?**

**Ans-**All of the above

**Q3- Speaker's notes can be used for Reference. (T/F)**

**Ans-** True

**Q4-Which of the following can be used to create presentation from scratch -**

**Ans-**Empty presentation

**Q5-Which of the following views can you use to show just the slide and its contents**

**Ans-** Slide

**Q6- Differentiate between a Slide and Slide Show.**

**Ans-** Slide View shows the slide and its contents but Slide Show view displays the presentation on slide at a time in sequence as an automatic slide show.

**Q7- What is presentation graphics? What is its significance?**

**Ans-** Presentation graphics is a specialized type of graphics software. These programs are used to create professional-looking visual aids for an audience.

**Q8- What are various components of a slide? Write their usage.**

**Ans- Title-**A descriptive heading identifying a slide.

**Subtitle-** A descriptive message of the slide data.

**Drawing objects-**These include autoshapes, curves, lines etc.

**Clipart and Pictures-** Openoffice suite comes with its own set of pictures in the

Gallery. These pictures are called Clipart or pictures.

**Q9-What are the various views, which you can open your presentation in?**

**Ans-** There are six ways to view your presentation -

1. Normal View
2. Outline View
3. Slide View
4. Slide Sorter View
5. Slide Show View
6. Notes View

**Q10- When is Slide Sorter View useful for viewing a presentation?**

**Ans-** Slide Sorter view is useful to display entire set of slides on-screen, so that we can check the order and completeness of our presentation.

**Q11- What is Outline? What is its significance?**

**Ans-**Outline view displays only the text of the presentation in outline form. This view is used for rearranging the order of slides, editing titles and headings, rearranging the order of items in a list and adding new slides.

**Q12- Which pane can you insert speaker's notes in?**

**Ans-**Notes pane.

**Q13- What do you understand by Handouts? How are they useful?**

**Ans-**The Handout view lets us print our slides for a handout. Handouts basically are compressed version of a slide useful for printing.

**Q14- A sales person is using presentation software to produce a slideshow. State the three features of presentation software, other than text, that can be used to make presentation more interesting.**

**Ans-**

1. Slides contain images, video, links and sound.
2. The software comes with many different animation effects which can be used to add emphasis to presentations.

3. It also has a large selection of slide transition effects that can be used when changing from one slide to the next.

Note: The students are advised to write this content in their notebook.

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“Prepared absolutely at home”