

CLASS NOTES

Class: IX

Subject: INFORMATION TECHNOLOGY

Topic:

**Drawing and Managing Graphic objects in Impress (Session 4)
Exporting and Printing Slide shows, Presentation (Session 5)**

1. How can you add predefined shapes to your slides?

Answer:

To add a predefined shaped in your slide, click on the small triangle next to a basic shape, select desired tool and drag into the slide.

2. How will you add a line-border to a graphic objects?

Answer:

The format → line command applies a border around the selected object. It opens the line dialog where you can choose the type of line, line size and line style etc.

3. How will you fill the area of a graphic object as blue?

Answer:

Select the graphic object → Go to fill → select the colour blue.

4. What is grouping and ungrouping of objects?

Answer:

Grouping of multiple objects combines the separate objects into a way so that they behave as if they are a single object.

Ungrouping of single object distribute the object into a way so that it behaves as if it a combination of different objects.

5. What are two types of properties of text? How do you set these?

Answer:

Every text object inserted into Impress has two types of properties:

Presentation Properties and Graphic Properties.

For Presentation Properties

Select the text and in the text properties, select desired font, size, style and shadow etc. for the text. Or you can click format menu → Character command which displays Character dialog wherein you can set font, font effects etc.

For Graphic Properties

To set graphic properties, select the text and click format menu → text command.

It will display text dialog where:

- From text tab, you can set its properties like fit width/height, spacing from border etc.
- From text animation tab, you can set animation effects, animation direction, and other animation properties.

6. What is the use of connectors? How do you format connectors?

Answer:

Connectors are used to link two or more graphic objects.

Steps to format connectors:

Step1: Insert the graphic objects.

Step2: Click connectors button on Drawing toolbar and click the first object to be connected and drag the next object to be connected.

Step3: Format the connector by right clicking the connector and choosing connector from the shortcut menu. It will display connector dialog where you can format the connector.

7. What are transition effects?

Answer:

Transitions are special effects that introduce a slide in a slide show.

8. When the slide sorter view useful for viewing a presentation?

Answer:

In slide sorter view, you can easily rearrange slides, delete them or duplicate them.

9. Which menu and command let you insert animation in your slide?

Answer:

Normal view → Click command Slide show → Custom Animation

10. How would you print handouts from your presentation?

Answer:

Use command File menu → Print. It will open Print dialog. Here you can specify what to print i.e. choose one of the following to print.

- Slides
- Handouts
- Notes
- Outline

11. Neesa is trying to save her presentation in MS PowerPoint but export command from file menu is not providing any option for this? Help her to save the presentation in Microsoft PowerPoint presentation format.

Answer:

- In Impress click command File → Save As.
- In Save As dialog choose the save as type as Microsoft PowerPoint presentation.

12.You can print out the presentation as all of the following except

- (a) Full page slides (b) Outline view (c) Multiple slides per page (d) Interactive view

13.When you want to animate a part of your text (words) you must click on which of the following First?

- (a) Custom Animation option (b) Slide Transition option (c) Insert (d) Text Box

14.How do you add the same transition for each slide?

- (a) Click the transition (b) Click the transition then click “ Apply to all”
(c) Click the transition then click “ Remove” (d) Click Design

15.Which function key allows you to run the slideshow?

- (a) F1 (b) F5 (c) F3 (d) F7

16.How can you reorder slides in the slide show?

- (a) Cut the content of a slide, add a new slide and paste the cut content there
(b)In slide sorter view, drag the slide to desired new position
(c) You can't
(d)Delete the previous slide and import a new one

17.The animation shown when one slide moves to another slide is known as _____

- (a) Animation
(b) Transition
(c) Design
(d) Hyperlink

18.All of the following are items that can be included in a presentation except..

- (a) Audio
(b) Video Game
(c) Charts
(d) Tables

19.Custom animation is available on the _____ menu.

- (a) Edit (b)Slide show (c) Tools (d) Insert