

## **1. Very short answer questions**

### **(i) Which is the first presentation software?**

The first widely available commercial presentation software was Presenter (released for Apple II in 1979) or PowerPoint (originally Presenter, released for Macintosh in 1987). PowerPoint is generally recognized as the most significant early presentation software.

### **(ii) What is presentation software?**

Presentation software is a package used to display information in the form of a slideshow. It allows users to create and deliver visual presentations.

### **(iii) What do you mean by multimedia?**

Multimedia is the combination of multiple content forms, such as text, audio, images, animations, video, and interactive content, often used to enrich communication.

### **(iv) Give any two examples of presentation software.**

MS PowerPoint

Google Slides

### **(v) Mention any two features of MS PowerPoint 2007.**

Any two features of MS PowerPoint 2007:

Ribbon Interface

SmartArt Graphics

### **(vi) Write down any two tabs of MS PowerPoint 2007.**

Any two tabs of MS PowerPoint 2007:

Home Tab

Insert Tab

## **2. Short answer questions**

### **(i) Briefly describe the presentation software with the areas of its use.**

Presentation software is

an application program that enables users to create a sequence of slides to communicate information in a visually engaging format. Areas of Use:

1. Business: Delivering sales pitches, conducting training, and presenting financial results.
2. Education: Teachers creating lessons, and students presenting projects.
3. Conferences: Displaying research findings and supporting speaker discussions.

## **(ii) Explain about Home tab in MS PowerPoint 2007.**

The Home tab in MS PowerPoint 2007 contains the most frequently used commands and acts as the central hub for basic editing. It is divided into several groups:

1. Clipboard: For basic cut, copy, paste, and format painter operations.
2. Slides: To add new slides, change layouts, or reset slide formatting.

3. Font: To control text appearance (size, color, style, bolding, etc.).
4. Paragraph: For alignment, bullet points, numbering, and line spacing.
5. Drawing: To insert shapes and apply quick visual effects.
6. Editing: To find, replace, or select objects.

## **(iii) Mention the features of MS PowerPoint 2007.**

Key features of MS PowerPoint 2007 include:

1. Ribbon Interface: A tabbed system replacing traditional menus.
2. Themes: Predefined sets of colors, fonts, and effects for a cohesive look.
3. SmartArt Graphics: Tools to convert bulleted text into professional diagrams (e.g., flowcharts, cycles).
4. Animations and Transitions: Tools to control movement of objects on a slide and movement between slides.

**5. Multimedia Integration:** Support for embedding audio, video, and Flash files.

**(iv) How can you change the fonts of the texts in the slide?**

You change the font of text in a slide using the Font group on the Home tab:

Select the text you want to change.

On the Home tab, use the Font drop-down menu to select a new font.

**(v) Write the steps for slide animation.**

Step 1: Select the object you want to animate.

Step 2: Go to the Animations tab.

Step 3: Choose an animation effect (e.g., Fade, Fly In).

Step 4: Use Effect Options to customize the direction or style.

Step 5: Use the Timing group to control when and how fast the animation plays.

**(vi) What is slide show? How do you start it?**

slide show is the full-screen view of your presentation, running the slides in sequence with all applied timings, transitions, and animations. You can start a slide show in two main ways:  
From the Beginning: Press F5 or go to the Slide Show tab and click From Beginning.

From the Current Slide: Press Shift + F5 or go to the Slide Show tab and click From Current Slide.

**3. Long answer questions**

**(i) What do you mean by slide transition?**

**Mention the steps to slide transition.**

A Slide Transition is the visual and sometimes auditory effect that occurs in a presentation when one slide moves off the screen and the next slide appears. Unlike Slide Animation, which applies movement to individual objects on a slide (text, images, charts), the transition effect is applied to

the entire slide itself, controlling the dynamic flow between slides.

Transitions serve as the "bridge" between two sequential slides, helping the presentation maintain a sense of fluidity and visual interest. They are a crucial component of modern presentation software, including MS PowerPoint 2007, where they are managed and customized under the Animations tab.

### Step 1: Selecting the Target Slide(s)

Open your presentation and navigate to the Normal View.

In the Outline/Slides pane (on the left side of the screen), click on the thumbnail of the slide that you want the transition to appear on as it enters the screen.

To apply the same transition to multiple non-sequential slides, hold down the Ctrl key while clicking the thumbnails. To select a sequential

range, click the first slide, hold Shift, and click the last slide.

### Step 2: Accessing the Transition Tools

Click the Animations tab on the Ribbon interface. This tab contains the main controls for both object animations and slide transitions.

### Step 3: Choosing the Transition Effect

Locate the Transition to This Slide group.

The group displays a small gallery of common effects. To view all available options, click the More arrow (a small arrow pointing down with a line above it) to expand the full Transition gallery.

Click on the desired transition effect (e.g., Wipe, Push, Checkerboard). PowerPoint will immediately run a Live Preview of the chosen effect on the currently selected slide.

#### Step 4: Customizing the Effect (Optional but Recommended)

Once an effect is chosen, use the controls within the Transition to This Slide group to refine it:

**Transition Speed:** Click this option and select a speed (Slow, Medium, or Fast) to control the duration of the transition.

**Transition Sound:** Click this option to select a predefined sound effect to play during the transition (e.g., Camera, Explosion). Note: This is often discouraged in professional settings.

#### Step 5: Applying the Transition Across the Presentation

If you want the chosen transition (and its speed/sound) to occur between every slide in the entire presentation, click the Apply to All button. This ensures visual consistency.

#### Step 6: Setting the Advance Slide Mechanism

In the Advance Slide section of the same group, specify how the presentation should move to the next slide:

**On Mouse Click (Manual):** Check this box for a speaker-controlled presentation, where the presenter decides when to advance.

**Automatically After (Timed):** Check this box and enter a time (in seconds) in the adjacent field to have the slide advance automatically after a set duration. This is used for self-running presentations or kiosks.