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) Introduce the slide animation with its importance.

Slide animation (or custom animation) refers to the visual effects applied to individual text or objects (like images, shapes, or charts) on a single slide. It controls how these elements appear, move, or disappear during the presentation. Importance:

1. It directs the audience's attention to key points as you discuss them, preventing cognitive overload.
2. It adds dynamism and interest, making the content less monotonous.
3. It allows the presenter to reveal information step-by-step, controlling the flow and timing of the discussion.

(v) What do you mean by photo album? How is it created in MS PowerPoint?

A Photo Album is a special presentation format in MS PowerPoint designed to quickly display a collection of pictures. It automatically arranges multiple photos onto individual slides or prints, often applying a title and frame. Creation Steps (in MS PowerPoint 2007):

Step 1: Go to the Insert tab.

Step 2: Click the Photo Album button in the Illustrations group.

Step 3: Select New Photo Album.

Step 4: In the dialog box, click File/Disk to select the pictures you want to include.

Step 5: Set layout options (e.g., Picture layout, Frame shape) and click Create.

(vi) Write down the steps of inserting a photo in a slide. Steps to insert a photo in a slide:

Step 1: Open the desired slide where you want to insert the photo.

Step 2: Go to the Insert tab on the Ribbon.

Step 3: In the Illustrations group, click the Picture button.

Step 4: A dialog box will open; browse to the folder where your image file is saved.

Step 5: Select the image file and click the Insert button. The picture will appear on the slide.

1. **(vii) What do you mean by themes? Mention its importance while designing PowerPoint slide.**
   Themes in PowerPoint are a set of predefined design elements that give a presentation a consistent, professional, and visually appealing look. Importance:
   Themes apply a unified style across all slides, ensuring visual coherence.
2. They help the presentation look polished and well-designed without requiring advanced graphic design skills.
3. They save a significant amount of time by allowing the user to change the entire presentation's look with a single click.

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.