**Aim: Create presentation using Google Slides**

**Pre lab**

**Practical: 5**

**Preference: Easy to use**

**Tools: Home, file, insert, Design, Animation, Transition, Slide show, Review, View**

**Question:**

1. **What do you mean by headers tools in PPT.**

**Ans)** Header tools in PowerPoint allow you to add and edit the text that appears at the top of each slide in your presentation. Headers can include important information like the presentation title, presenter name, date, and logo.

Here are some things you can do with headers in PowerPoint:

Add or change text: You can add or change text to the header.

Copy a header: You can copy a header to the clipboard and paste it into another document.

Position: The position of the header depends on the slide layout and theme.

Accessibility: Table headers make content more accessible to screen reader users.

1. **How to make our power point presentation effective**.

**Ans)** There are 10 points to make ppt effective they are:

1. Cut out the wordiness
2. Add pictures
3. Use appropriate animation
4. Don’t overuse numbers
5. Use large fonts
6. Maintain consistency
7. Limit bullet points
8. Choose colours and contrast effectively
9. Tell a story
10. Be flexible

**Post Question :**

1. **How many mistake we are doing in our PPT.**

**Ans: These are some point which we are doing in our ppt.**

1. Complicated Visualizations
2. Simple Titles
3. Default PowerPoint Designs
4. Unrelated Content
5. Distracting Backgrounds
6. Not Guiding the Audience
7. Too Many Colours

**Conclusion: By doing this pre lab and post question I know about PPT.**

**Reference: Google**