

EXERCISE OF LESSON-5: ANIMATING TEXT AND OBJECTS

A. Fill in the blanks:

1. TRANSITION EFFECTS are the special effects you see when one slide changes to another in Slide Show.
2. Animation effects can be applied on OBJECTS and TEXT on a slide.
3. To apply animation effects on the text, open the CUSTOM ANIMATION pane.
4. To preview the animation effect, click on PLAY button on Custom Animation pane.
5. ACTION BUTTON is a ready-made button for defining hyperlink on a slide.
6. It is essential to connect a MICROPHONE to the computer while recording your sound.
7. FROM BEGINNING button is present on the Start Slide Show group.
8. DOUBLE CLICK on the speaker icon to play the sound.

B. State True or False:

1. Action Button can be used to link any other application to the current slide. True
2. We can add sound to text or graphic in a presentation. True
3. Movie clips can be added to a slide by selecting the HOME tab. False
4. We can choose transitional sound effects from the Transition Sound drop-down arrow. True
5. Transition effects give motion to text and pictures. False
6. Media Clips group is present on the Insert tab. True
7. The speaker icon on a slide cannot be moved or resized. False

C. Application Based Questions:

1. The teacher has asked Kabir to open a blank slide and write a paragraph on 'Save Environment'. He is being given instructions not to use any text placeholder from the Layout option. Now suggest her to enter text on a blank slide.

INSERT → TEXTBOX.

2. Priya has made a project on 'Child Labour' with 20 slides in it. She wants to import data from MS-Word. Suggest to her the option using which she can fulfil the task.

Click on **NEW SLIDE** drop down menu on **HOME TAB**. Select **SLIDES FROM OUTLINE** option. The **INSERT OUTLINE** dialog box appears. Select the file and click on **INSERT**.

D. Multiple choice questions:

1. Transitions effects can be seen in _____ view.

- a. Slide Sorter b. Notes Pages c. Slide Show

Ans:- c. Slide Show

2. _____ effects can be added to objects on a slide.

- a. Animation b. Transition c. Sound

Ans:- a) Animation

3. The recorded sound files are assigned the extension _____?

- (a) .midi (b) .wma (c) .wav

Ans. (c) .wav

4. The Custom Animation button is available on the _____ tab.

- (a) Slide Show (b) Review (c) Animations

Ans. (c) Animation

E. Answer the following:

1. What do you understand by Animation? How is it helpful in a presentation?

Ans. The ability to move objects like text, graphics, charts, logos, etc., in all directions of the slide is called Animation. Animation is very helpful when we wish to focus on important points. It also controls the order of flow of information and helps to increase the audience interest.

2. What is meant by Transition?

Ans. Transitions are used to add visual effects to the slides. Transition effects are the movements you see when one slide changes to another in Slide Show view.

3. How will you insert your own sound in a presentation?

Ans. The steps are as follows:

- (i) Select the slide where you want to insert your recorded sound.
- (ii) Click on INSERT tab.
- (iii) Click on the downward arrow of AUDIO button.
- (iv) Select Record Audio option.
- (v) The Record Sound dialog box appears.
- (vi) Press the red button to record, and the square button to stop the recording.

4. What is an Action Button? Why do we use it in a slide?

Ans. An Action Button is a ready-made button shape for defining hyperlink. We can use Action Buttons in a slide to link it to another slide in a presentation.