

Answers To Text Questions**Chapter-4 : More On MS PowerPoint 2007****Multiple Choice Questions****Page-44**

Ans 1. (b) 2. (c) 3. (b)

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Ans 1. (c) 2. (c) 3. (a)

Exercises**A. Multiple Choice Questions**

Ans 1. (c) 2. (a) 3. (a) 4. (b)

B. Fill in the blanks

Ans 1. MS Office
2. pictures
3. text, graphics
4. picture, sound, animation, movies

C. Quiz

Ans 1. Design and Format tabs

Ans 2. Quiz Show

Ans 3. Dissolve, Box In

D. Very Short Answer Questions

Ans 1. (i) Bullets present matter in brief. (ii) Bullets make slide look attractive.

Ans 2. Installed Templates are the saved presentations which include different themes and layouts that help to do our work quickly and easily.

Ans 3. We can add a picture of our choice in a slide by using Insert tab → Picture.

Ans 4. Add Effect button displays options like Entrance, Exit, Emphasis and Motion Paths to animate objects / text on the slide.

E. Short Answer Questions

Ans 1. (i) It has new transition and animation effects.

(ii) It has new pictures in Clip Art.

(iii) It has other features like SmartArt.

Ans 2. To resize a picture, select it and drag the blank circles in the desired direction.

Ans 3. Animation means to add a special visual or sound effect to an object on the slide.

Ans 4. Steps to add SmartArt :

Step 1 : Click Insert tab → SmartArt.

Step 2 : Select the layout and click OK.

Step 3 : Type the required text in the SmartArt.

Ans 5. Steps to insert a table :

Step 1 : Select any slide layout with Table placeholder.

Step 2 : Click on the Table placeholder.

Step 3 : Enter number of rows & columns and Click OK.

F. Long Answer Questions

Ans 1. Themes are the set of pre-designed format of text colour schemes and graphics effects.

Steps to insert a theme to a selected slide :

Step-1 : Click the Slides tab at the left side of the window.

Step-2 : Hold down the Ctrl key and then click to select the slides on which you want to apply a theme.

Step-3 : Click the Design tab on the Ribbon.

Step-4 : Click More button from the Themes group.

Step-5 : Right-click on the required theme and click Apply to Selected Slides.

Ans 2. Steps to animate a slide :

Step-1 : Select the slide

Step-2 : Click Animations tab.

Step-3 : Click More button.

Step-4 : Choose transition effect from the gallery.

Ans 3. Steps to apply custom animation :

Step-1 : Select the object on the slide.

Step-2 : Click Animations tab.

Step-3 : Click Custom Animation.

Step-4 : Click Add Effect button.

Step-5 : Choose Entrance/Exit/Emphasis/Motion Paths

Step-6 : From the submenu, choose the required effect.

G. Computer In Everyday Life

Ans Step-1 : Click the Insert tab

Step-2 : Click Sound

Step-3 : Choose any one option from the list i.e., Sound from File or Sound from Clip Organizer.

H. Value Corner

Ans 1. To add bullets steps are :

Step-1 : Select the text you want to be numbered or bulleted.

Step-2 : Click the Home tab.

Step-3 : Click the Bullets from the Paragraph group for creating bulleted list.

Ans 2. (i) Trust

(ii) Understanding

(iii) Helpfulness

Fun Zone

A. Lab Work

Ans To be done by the students.

B. Computers In Science

Ans To be done by the students.