

Unit-5

Digital Presentation

Q1: What do you mean by presentation? What it is used for?

A1: A presentation includes- regular text, list items, table, graphic elements, sound & video animation. A presentation is used to present the project proposal in business organization. Presentation is highly used in teaching and training.

Q2: State the difference between slide transition and animation.

A2: Slide Transition: 1.) This represent the movement applied to the slide.

2.) This is applied to the complete slide. Therefore, only one transition effect can be applied on one slide at a time.

Animation: 1.) It represents the movement applied to the particular object.

2.) Multiple animation effects can be applied to the particular slide depending upon the objects added.

Q3: Name any three multimedia content that can be added to the presentation. What are the advantages of using them?

A3: Pictures sound and video are the different multimedia objects that can be added to the slides. Multimedia content makes the presentation look attractive and comprehensive.

Q4: What are the characteristics of a good quality presentation?

A4: 1.) Number of lines- On one page or slide try to include 5 to 8 lines.

2.) Font-size- While preparing the presentation, you need to take care of the room size, distance between the screen and the audience.

3.) Correct use of grammar and language- The grammar and language should be correct in your presentation.

4.) Use of colours- Try to use dark colours, bold letters with different fonts to highlight certain points.

5.) Animation and videos- Do not include more than one animation or video in one slide.

Q5: Write and explain any 4 types of workspace view available in libre office impress.

A5: 1.) Normal view: It is the main view for working with individual slides.

- 2.) Outline view: It contains all the slides of the presentation in a sequence.
- 3.) Notes view: It is used to add notes to a slide for the information of presenter.
- 4.) Slide sorter view: It contains all the slides thumbnails.

Q6: What are templates? What are the advantages of using them?

A6: Templates are pre-designed slides available in presentation software. Templates are used to make slides attractive with less effort and time.

Q7: What are master pages?

A7: Master pages can help you to modify the base architecture of slides. You can make presentation base and the common style for all slides using this.

Q8: What is task pane? What are its components?

A8: Task pane is on the right part of the window. Task pane is made up of 5 components, some of them are- animation, transition, layout, etc.