



UNIT – 4

More on MS PowerPoint 2007

E. Short Answer Questions:

1. Write about some new features of MS PowerPoint 2007.

- ❖ Adding SmartArt
- ❖ Inserting Shape
- ❖ Inserting pictures

2. How do you resize a picture?

To resize a picture, click on any of the blank circles that appear around the picture, when you select it. Now drag it in the desired direction.

3. What is animation in PowerPoint?

MS PowerPoint 2007 gives a variety of ways to apply animations to our slides and to the text, graphics and other objects on our slides.

4. Write the steps to add SmartArt in your slide.

To add SmartArt in your presentation, follow the given steps.

Step: 1 Click the Insert tab.

Step: 2 Click SmartArt from the illustration group. A dialog box appears.

Step : 3 Select the layout of SmartArt from the left pane and choose the type of SmartArt.

Step: 4 Click the OK button.

5. Write the basic steps to insert a table on a slide.

To insert a table in a slide, follow the given steps.

Step: 1 Select any slide layout that includes a Table placeholder. For example, Title and Content.

Step: 2 Click on the Table placeholder. The Insert Table dialog box appears.

Step : 3 Enter the number of columns and rows, click OK button.

Step : 4 An empty table is displayed. Fill in the data to complete our table.



F Long Answer Questions:

1. What is a theme? Explain how to apply a theme to the selected slides.

A theme is a set of colours, fonts and special effects. Theme provides attractive background to our slides.

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.

2. How do you animate a slide?

We can control how and when the slides should appear during the slide show using the Slide Transition feature.

To apply slide transition, follow the given steps:

Step: 1 Select the slides to which you want to apply the transition.

Step: 2 Click the Animations tab.

Step: 3 Click More button in the Transition to This Slide group. A gallery appears with different transition effects/

Step: 4 Select the effect you want to apply. You see the preview of effect on the slide. Click to apply the effect.

3. Explain how to apply a custom animation to an object on a slide.

To apply custom animation, follow the given steps.

Step: 1 Select the object on the slide that you want to animate. For example, the placeholder.

Step : 2 Click the Animations tab.

Step: 3 Click Custom Animation from the Animations group. The Custom Animation task pane appears on the right hand side of the window.



Step : 4 Click the Add Effect button. We see a list with four options

If we want to add an effect to an object, that is one the slide, click Emphasis and then choose an effect.

Step : 5 Click Play button to preview your slide.

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