PROJECT I

Prepare a list (Data source) of your friends. Using mail merge feature, create an invitation letter and invite them on your Brother's Wedding

Cambridge Assessment International Education	SANSKAR SCHOOL *The Revival of Tradition*	INTERNATIONAL SCHOOL AWARD 2016–2019

GRADE: VI	SUBJECT: **ICT**	DATE: 5-08-2020
WORKSHEET NUMBER: 15	WORKSHEET TOPIC: Ch-5 MS Power Point 2010 Advanced Features	
INSTRUCTION (IF ANY):	https://www.youtube.com/watch?v=DndkerRZGvc	

Ch-5 MS Power Point 2010 Advanced Features

Q1. State the difference between:

1. Slide Transition and Slide Animation

<u>A slide transition</u> **is the visual effect that occurs when we move from one slide to the next during a presentation. We can control the speed, add sound, and customize the look of transition effects.**

<u>A Slide animations</u> **are similar to transitions, but they are applied to individual elements on a single slide—a title, chart, image, or individual bullet point.**

2. Template and Theme

<u>Theme:</u> **It is a blank presentation with already designed colors and graphics for the slides.**

<u>Template: It</u> **is a facility which provides ideas for the presentation through suggested content and layout.**

3. Notes Page Master and Slide Master

<u>Slide Master:</u> **The Slide Master is a part of the presentation template. It controls the overall formatting and object placement for the presentation.**

<u>Note Page Master:</u> **Note master option in Presentation views group of the view tab. whatever changes we can make in slide master, can also be done in Notes Master.**

4. Merge cells and spilt cells

<u>Merge cells:</u> **Merge cells is a feature that allows you to join many cells in a table into one cell.**

<u>Spilt cells:</u> **Split cells on the other hand is a feature that allow you to divide a single column or row into more rows especially if you would like to fix some data in between the existing rows or columns.**

Ch-5 MS Power Point 2010 Advanced Features

Fill in the blanks:

1. **Animation** refers to the special effects added to the objects and text in a presentation.

2. **Handouts** is the material given to the audience during a presentation,.

3. **Photo album** is a newly created Power Point presentation containing photographs.

4. **Theme** is a blank presentation with already designed colors and graphics for the slides.

5. **Notes page view** display the speaker notes for each slide.

6. **Charts** are used to display or analyse data in the pictorial format.

7. **Hyperlinks** create a link to a slide, a web page, an email or any other program.

8. Slides can be **reused** from an existing presentation.

QII. A. State whether true or false.

1. For every photo album, a new presentation is created.   **T**

2. You cannot reuse slides from another presentation. **F**

3. By using a hyperlink the text is created as a link to open some other

file or a website. **T**

4. You can animate the objects present on the slide by using Slide Master. **F**

5. Notes master helps you to advance your slide by using either mouse-click or automatically after an interval of a few seconds.   F

QIII. Match the following.

1. Handouts   a. link to a slide, a web page, an email or any other program.   **(2)**

2. Hyperlink   b. A menu where Table option is present.   **(4)**

3. Animations   c. An option with which slides can be picked from another presentation   **(5)**

4. Insert   d. The reading material given to the audience during the presentation.   **(1)**

5. Reusing Slides   e. Special effects that are added in a presentation.   **(3)**