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Class - V.

Session - 2024-25

Subject - Computer

Chapter - 3 More on PowerPoint 2019

Q.1 Choose the correct option.

1. Which of these is not an audio file type supported by Powerpoint ?

- a. () .aiff b. () .mp3. c. (✓) .asf. d. () .m4a

2. Where is the Animation pane option located ?

- a. () Insert tab b. () Design tab c (✓) Animation tab d () View tab

3. Which of these is not a video file type supported by Powerpoint ?

- a.() .mp4. b. (✓) .wma. c () .mpeg. d () .avi

4. Which of the following is not a printing option?

- a. () Print All Presentations. b () Print Selection c. (✓) Custom Range. d () Print Current Slide.

Q.2 Fill in the blanks

1. Clicking on Audio on My PC option opens the Insert Audio dialog box.
2. Clicking on Record button starts the recording.
3. You can insert a video from the internet using Online video option.

Q.3 Tick (✓) the correct statements and cross (X) the wrong ones.

1. If you are not happy with your recording, you cannot record again. ✓
2. You can insert a video file from the PC in your presentation. ✓
3. In a presentation, you can insert only audio files from your PC. X
4. We cannot take the printout of a single slide. X

Q.4 Answer the following questions.

1. What is slide transition ?

Ans. Slide transition determines how your presentation moves from one slide to the next.

2. Write steps to print a presentation.

Ans To print a presentation, follow the given steps.

1. Click on File tab.
2. Click on the Print option
3. Choose the desired print option.
4. Choose a layout to print
5. Click on Print button.

Q3. Write the steps to insert an online video in a presentation.

Ans 3 To insert an online video file, follow the steps given below:

1. Click on the Insert tab.
2. Click on Video command.
3. Click on Online Video option.
4. Paste the URL of the video.
5. Click on the Insert button.

Q4 Can you tell how to insert audio files in a presentation ?

Ans 4 To insert an audio file, follow the steps given below :

1. Click on the Insert tab.
2. Click on Audio command.
3. Choose the desired option.
4. Select the folder.
5. Select the desired audio file.
6. Click on the Insert button.
7. Click on Play/Pause button to play or pause the audio.

Scratch your brain

1. Identify the various animation effects category.

a. Emphasis.

b. Entrance

c. Motion Paths.

d. Exit

2. Application based questions:

b. Your classmates have created a presentation on the rivers in India. They are not able to add videos. Can you help them by listing the steps ?

Ans To insert video from your PC , follow the given steps:

1. Click on the Insert tab.

2. Click on Video command

3. Click on Video on My PC option.

4. Select the folder from the explorer.

5. Select the video file.

6. Click on the Insert button.

7. Click on Play /Pause button to play or pause the video file.