

Multimedia Software- PowerPoint

Microsoft PowerPoint is a multimedia presentation software that allows you to combine text, images, audio, video, animations, and interactive elements into structured slideshows. It is widely used in education, business, and professional settings to deliver engaging content.

What is PowerPoint?

Microsoft PowerPoint is a multimedia presentation software that allows you to combine text, images, audio, video, animations, and interactive elements into slideshows.

What is PowerPoint used for?

PowerPoint is used to create multimedia presentations with text, images, audio, video, and animations.

What is the Ribbon in PowerPoint?

The Ribbon is the strip at the top of the window that organizes commands into tabs and groups.

What is an Animation in PowerPoint?

Animation is the effect applied to objects (text, images, charts) to make them move or highlight.

What is a Transition in PowerPoint?

Transition is the effect applied between slides to control how one slide changes to the next.

Which tab contains the New Slide option?

The **Home Tab** contains the New Slide option in the Slides group.

What is the shortcut key to insert a new slide?

Ctrl + M inserts a new slide quickly.

What is the difference between Animation and Transition?

Animation applies to objects on a slide, while Transition applies to the entire slide change.

The steps to insert a new slide in a PowerPoint presentation:

→Using the Ribbon

1. Go to the **Home Tab** on the Ribbon.
2. In the **Slides Group**, click **New Slide**.
3. The new slide will appear after the currently selected slide.



→Shortcut Method

- Press **Ctrl + M** on your keyboard.

Fill in the Blanks

1. The strip at the top of the PowerPoint window that organizes commands into tabs and groups is called the _____.
Answer: Ribbon
2. The effect applied to objects (like text or images) to make them move or highlight is called _____.
Answer: Animation
3. The effect applied between slides to control how one slide changes to the next is called _____.
Answer: Transition
4. To insert a new slide quickly, press _____ on the keyboard.
Answer: Ctrl + M
5. A PowerPoint file is called a _____, and it contains one or more slides.
Answer: Presentation

Name the Following [10]

Q. No.	Statements	Tool's Name
1	Bar displaying the name of your presentation	Title Bar
2	A page of MS PowerPoint in which text, images, or sound is added	Slide
3	Another name for a text box	Placeholder
4	Shortcut key to view a presentation	F5
5	The strip at the top that organizes commands into tabs and groups	Ribbon
6	The tab used to insert pictures, charts, or tables	Insert Tab
7	The effect applied to objects like text or images to make them move	Animation
8	The effect applied between slides to control how one slide changes to the next	Transition
9	The small pane on the left showing slide thumbnails	Slides Pane
10	The area where you type speaker notes for each slide	Notes Pane

Multiple Choice Questions

1. **Which tab contains the New Slide option?**
 - a. Insert Tab
 - b. Home Tab
 - c. Design Tab
 - d. Review Tab**Answer:** b) Home Tab



2. **Which shortcut key is used to start a slideshow from the beginning?**

- a. Ctrl + M
- b. F5
- c. Shift + F5
- d. Alt + F4

Answer: b) F5

3. **What is the effect applied between slides called?**

- a. Animation
- b. Transition
- c. Placeholder
- d. Layout

Answer: b) Transition

4. **Which of the following is NOT a type of animation effect?**

- a. Entrance
- b. Emphasis
- c. Exit
- d. Transition

Answer: d) Transition

5. **Where can you find options to insert pictures, charts, or tables?**

- a. Home Tab
- b. Insert Tab
- c. Design Tab
- d. View Tab

Answer: b) Insert Tab

6. **What is another name for a text box in PowerPoint?**

- a. Placeholder
- b. Ribbon
- c. Slide Pane
- d. Notes Pane

Answer: a) Placeholder

7. **Which pane allows you to type notes for the presenter?**

- a. Slides Pane
- b. Notes Pane
- c. Title Bar
- d. Ribbon

Answer: b) Notes Pane

8. **Which shortcut key inserts a new slide quickly?**

- a. Ctrl + N
- b. Ctrl + M
- c. Ctrl + S
- d. Ctrl + P

Answer: b) Ctrl + M

9. **Which tab allows you to apply themes and background styles?**

- a. Design Tab
- b. Insert Tab
- c. Review Tab
- d. Slide Show Tab

Answer: a) Design Tab

10. **Which feature helps you preview how slides will change during a presentation?**

- a. Animation Pane
- b. Transition Preview
- c. Slide Sorter
- d. Notes Pane

Answer: b) Transition Preview