SESSION: 2024-25
CHRONICLE

CHAPTER: 5 & 6
SUBJECT: COMPUTER
Chapter Name- Advanced Features of MS PowerPoint 2016
Chapter Name- Introduction to Animate CC

CHAPTER: 5

Chapter Name- Advanced Features of MS PowerPoint 2016

Review

1. Which of these options is correct to insert an online video?

   A. Insert → Video → Online Video (Ans)

   B. Home → Video → Online Video

2. Which of these options is correct to record your voice and add into presentation slide?

   A. Insert → Audio → Record Audio (Ans)

   B. View → Video → Record Audio

EXERCISES:-

Write 'T' for true and 'F' for false statements.

1. In a presentation, you can insert only audio files from your PC. [F]
2. You can insert a video file from the Internet in your presentation. [T]
3. Hyperlink means that the presentation will go the specified page. [T]
4. You cannot take the printout of a single slide. [F]
5. Outline layout prints an overall outline of the slideshow. [T]

Tick (√) the correct option.

1. The.............. Shows that the particular slide has an audio file attached to it.
 a. Clip organizer
 b. Sound icon 3
 c. Workbook
 d. None of these

2. Which of the following can be inserted in PowerPoint?
 a. Sound recordings
 b. Video clips
 c. Audio clips
 d. All of these 3

3. The buttons used to create hyperlinks are called .... buttons.
 a. Action 3
 b. Motion
 c. Link
 d. None of these

4. .... allows us to add videos from the Internet.
 a. Online video 3
 b. Video on my PC
 c. Record video

d. None of these

5. Clicking on file tab, ... view will appear.
a. Backstage 3
b. Frontstage
c. Illustration
d. Insert

Complete the sentences.

1. Audio drop-down arrow displays **Record Audio** option.

2. **Animate** means to add motion or special effects to something.

3. **Online Video** allows you to add videos from the

4. **Handout** prints thumbnail versions of each slide, with optional space for notes.

5. Handout prints **thumbnail** versions of each slide.

D. Answer the following questions.

1. What are action buttons?
Ans. Action buttons are some built-in shapes which you can add to a presentation and set to link to another slide, play a sound or perform a similar action.

2. How can we insert an audio clip in a presentation?
Ans. Inserting Audio Clips In PowerPoint 2016, you can add sounds not only to the slides in your presentation but also to each object individually. To insert an audio clip or a sound clip follow the given steps:
Step 1: Select the slide to which you want to add the audio file.
Step 2: Click on the Insert tab and choose Audio from the menu that appears.
Step 3: Click on the drop-down arrow. It will display two sub-options:
• **Audio on My PC:** You can select this option to open an Insert Audio dialog box. Browse to the location of your Audio files select the audio file and then, click on the Insert button.
• **Record Audio:** You can select this option to open the Record Sound dialog box. Type a name for your audio. To Record your voice, click on the Record button and speak. After recording, click on the Stop button to stop the Recording. To listen to your recording, click on the Play button. If you are satisfied with your audio, click on the OK button. This will insert the recorded sound file in the slide. If you are not satisfied with your recording, then click on the Record button to record again.
Step 4: The moment you insert the audio clip, a Sound icon will appear on the bottom of the slide. The Sound icon shows that the particular slide has an audio file attached with it.

3. How can we insert an online video clip in a presentation?
Ans. To insert a video clip or a movie clip, follow the given steps:
Step 1: Select the slide to which you want to add video. Click on Insert tab and choose Video from the menu that appears.
Step 2: Click on the drop-down arrow. It will display two sub-options:
• Video on My PC • Online Video
Step 3: Select the desired video file. The selected video file will be inserted to your slide. The moment you insert the video clip, a Video icon will appear on the bottom of the slide indicating the presence of some video file.

4. Write the names of four types of print layouts.
Ans. There are four types of print layouts: (i) Full page slides (ii) Notes pages (iii) Outline (iv) Handouts

5. Write the steps to print the slides in any presentation.

Ans. To print a presentation, follow the given steps:

(i)   Select the File tab, backstage view will appear.

(ii)   Select Print. The Print pane will appear.

(iii)   Choose the desired printer and print range.

(iv)   Choose the desired print layout and color settings.

(v)   When you're done modifying the settings, click Print.

Column A	Column B
1. Hyperlink	a. Adding motion or special effects. (a)
2. Animation	b. Create Hyperlinks. (b)
3. Video drop down Arrow	c. Presentation will go to specific page. (c)
4. Action Buttons	d. Video and My PC and online video. (d)

Chapter-6

Introduction to Animate CC

Review

Read the hints and name the following tools.

1.   It draws freehand lines and shapes.

   Ans. Pencil

2.   It fills enclosed areas of a drawing with color.

    Ans. Paint Bucket

3.   It increases or reduces the view of the stage and work area.

   Ans. Zoom

B. Tick (√) the right option.

1. The Timeline is a panel at the .... of the stage.

 a. top

 b. bottom

 c. middle

 d. left

2. The .... panel contains the objects that are either created or imported.

 a. Library

 b. Properties

 c. Tools

 d. None of these

3. .... tool fills enclosed areas of a drawing with color.

 a. Paint bucket

 b. Brush

 c. Eyedropper

 d. Lasso

4. A .... in Animate CC has two parts: Fill and Stroke.

 a. Shape

 b. Symbol

 c. Stage

 d. Backstage

 C. Complete the sentences using the words given in the box.

  1. **Stage** is the main work area where you can create the project.

2. **Tools** panel contains a set of tools used to create or modify objects.

3. The process of transforming one shape to another is known as **Morphing.**

4**. Lasso** tool selects objects by dragging a free-from selection marquee.

D. Answer the following questions.

1. What is Adobe Animate CC? How can you start this software?

Ans. Adobe Animate Creative Cloud (CC) is multimedia authoring and computer animation software developed by Adobe Systems that is used to help us to create interactive animations and vector graphics using drawing tools. To start the Adobe Animate CC, follow the given steps:

Step 1: Click on the Start button on the taskbar.

The Start Menu appears.

Step 2: Click on the Adobe Animate CC program. The welcome screen on the Adobe

Animate CC appears.

2. What is Timeline in Animate CC? Explain.

Ans. • The Timeline is a panel at the bottom of the stage. It is divided into frames. We can control the timing for the appearance and motion of various graphics and other elements of a project.

• We can use the play head to navigate through the project to any desired frame across the timeline.

3. What is Gradient fill?

Ans. Gradient fill is a graphical effect that creates a three dimensional color look by blending one color into another

4. 4. What are the different types of symbols that can be created in Animate CC?

Ans.

Movie Clip Symbol	Used to create animations; we can apply color settings, blending modes and filters in this symbol.
Button Clip Symbol	Used to insert and manage interactivity; it needs a code or a program to remove work. We can apply color settings, blending modes and filters in this symbol.
Graphic Symbol	Used to build more complex movie clip symbols; we cannot apply color settings, blending modes and filters in this symbol.

Match the following columns:

Column A	Column B
1. The screen that first appears when Animate CC is started	a. Timeline (5)
2. The panel that displays the different properties of object	b. File (4)
3. The panel which contains tools to draw, paint and select	c. Welcome (1)
4. Menu used to open a file	d. Tools panel (3)
5. The panel used to control timing for the appearance and motion of various graphics	e. Properties panel (2)