

Class - 9th  
Sib - IT  
UNIT 5: DIGITAL PRESENTATION

**Concept of Presentation**

1. Define a presentation and its purpose:
  - A presentation is a structured way of conveying information or ideas to an audience, often using visual aids like slides. Its purpose is to inform, persuade, or entertain.
2. List the key elements of a presentation:
  - Title slide
  - Content slides
  - Images and graphics
  - Charts and tables
  - Animations and transitions
3. What are the characteristics of an effective presentation? Provide examples:
  - Clarity: Use simple and clear language (e.g., a graph summarizing sales growth).
  - Engagement: Use visuals and questions (e.g., including polls or quizzes).
  - Structure: Follow a logical flow (e.g., introduction, body, conclusion).
4. Identify and explain any two elements of a presentation:
  - Title Slide: Introduces the topic and presenter.
  - Visual Aids: Enhance understanding through charts, images, or videos.

**Create a Presentation**

1. What is presentation software? Give two examples:
  - Presentation software helps create slides for sharing information. Examples: Microsoft PowerPoint, Google Slides.
2. Describe the steps to open and close a presentation software:
  - Open: Launch the software > Click "New Presentation."
  - Close: Save the file > Click "Exit" or "Close."
3. How do you create a new presentation using a template?
  - Open the software > Select "New" > Choose a template > Customize it.
4. What is a slide layout? Mention any three types of layouts:
5. Slide layout determines the arrangement of content. Examples:
  - Title Slide
  - Two Content
  - Comparison
6. Explain the process to save a presentation in PDF format:
  - Click "File" > Select "Export" or "Save As" > Choose PDF > Save.
7. How can you run a slideshow in a presentation software? Write the steps:
  - Open the presentation > Click "Slideshow" or "Play" > Navigate using arrow keys.

## Work with Slides

1. How do you insert a duplicate slide in a presentation?
  - Select the slide > Right-click > Choose "Duplicate Slide."
2. Describe the steps to copy and move slides in a presentation:
  - Copy: Right-click the slide > Click "Copy" > Paste in desired location.
  - Move: Drag and drop the slide to the new location.
3. What are the different workspace views available in presentation software? Explain any two:
  - Normal View: Shows one slide with editing options.
  - Slide Sorter View: Displays all slides in miniature form for reordering.
4. How can you delete and rename slides in a presentation?
  - Delete: Select the slide > Press "Delete" key.
  - Rename: Right-click > Select "Rename Slide" > Enter new name.

## Format Text and Apply Animations

1. What are the various text alignment options available in a presentation? Explain with examples:
  - Left, Right, Center, and Justify (e.g., Align headings to the center for emphasis).
2. Describe the steps to apply bullets and numbering to a list in a slide:
  - Select the text > Click "Bullets" or "Numbering" on the toolbar > Choose a style.
3. How do you add custom animations to elements in a presentation?
  - Select the object > Click "Animations" > Choose an effect > Adjust timing and triggers.
4. Name any two formatting features available in the formatting toolbar:
  - Font size and style
  - Text color

## Create and Use Tables

1. Explain the steps to insert a table into a presentation:
  - Click "Insert" > Choose "Table" > Define rows and columns > Add content.
2. How can you adjust column width and row height in a table? Provide examples:
  - Drag column or row edges > Use "Table Properties" to set dimensions precisely.
3. Describe the process to assign borders and background to a table:
  - Select the table > Go to "Table Design" > Choose border style and background color.
4. What are the steps to select a specific cell, row, column, or the entire table in a presentation?
  - Cell: Click the cell.
  - Row/Column: Click the edge or header.
  - Table: Click the table's border.

## Insert and Format Images in a Presentation

1. How do you insert an image from a file into a presentation?
  - Click "Insert" > Select "Image" > Choose the file > Insert.
2. Describe the steps to format an image using the Image toolbar:
  - Select the image > Use toolbar options to crop, resize, or add effects.
3. What are the steps to move, resize, and rotate images in a presentation?
  - Move: Drag the image.
  - Resize: Drag the corners.
  - Rotate: Use the rotation handle.
4. How do you draw graphic objects like lines and shapes in a presentation?
  - Click "Insert" > Select "Shapes" > Draw on the slide.