Class: IX	Department: Computer Science
WORKSHEET	**INFORMATION TECHNOLOGY (402)** **Part B Unit 5 DIGITAL PRESNTATION**

Multiple Choice Questions (MCQs)

1. **What is the default file extension for a presentation saved in LibreOffice Impress?**
(a) .pps (b) .ppt **(c) .odp** (d) .txt

2. **Which keyboard shortcut is used to insert a new slide in Impress?**
(a) Ctrl + N **(b) Ctrl + M** (c) Ctrl + S (d) Ctrl + O

3. **According to the guidelines for a good presentation, what is the recommended minimum font size for text so the audience can read it easily?**
(a) 12 points (b) 24 points **(c) 32 points** (d) 44 points

4. **Which view is best suited for rearranging the order of slides using the "drag and drop" method?**
(a) Normal View (b) Outline View **(c) Slide Sorter View** (d) Notes View

5. **Which key is used to start a slide show from the first slide?**
(a) F1 **(b) F5** (c) F7 (d) F10

6. **To exit a slide show at any time, which key should you press?**
(a) Spacebar (b) Enter **(c) Esc** (d) End

7. **Which pane in the Impress window allows for easy navigation to any slide by clicking on its thumbnail?**
(a) Tasks Pane **(b) Slide Pane** (c) Workspace (d) Status Bar

8. **Which feature is used to set the way a slide appears when moving from one slide to the next during a presentation?**
(a) Custom Animation **(b) Slide Transition** (c) Master Page (d) Layout

9. **What is the shortcut key to close the LibreOffice Impress application?**
(a) Ctrl + C (b) Ctrl + S **(c) Ctrl + Q** (d) Ctrl + N

10. **In which view can a presenter add information that is not seen by the audience during the show?**
(a) Outline View **(b) Notes View** (c) Normal View (d) Slide Sorter View

11. **Which keyboard shortcut is used to "Undo" the last change made?**
(a) Ctrl + Y **(b) Ctrl + Z** (c) Ctrl + X (d) Ctrl + V

12. **To create a duplicate of an existing slide, which menu path is correct?**
(a) Slide → Duplicate Slide (b) File → New Slide (c) Edit → Duplicate (d) View → Duplicate

13. **Which of the following can be inserted into an Impress slide?**
(a) Graphics and Animation (b) Sound and Video (c) Tables and Lists **(d) All of the above**

14. **How many lines of text are recommended per slide for a good quality presentation?**
(a) 1 to 2 **(b) 5 to 8** (c) 10 to 15 (d) No limit

15. **Which toolbar contains tools for creating graphical objects like lines and shapes?**
(a) Standard Toolbar (b) Formatting Toolbar **(c) Drawing Toolbar** (d) Image Toolbar

16. **Which key combination is used to group selected objects together?**
(a) Ctrl + G **(b) Ctrl + Shift + G** (c) Alt + G (d) Ctrl + Alt + G

17. **Which view shows only the text contained in each slide in a structured format?**
(a) Normal View **(b) Outline View** (c) Notes View (d) Handout View

18. **To maintain consistency in design and color throughout a presentation, which feature should be used?**
(a) Slide Layout **(b) Master Pages** (c) Slide Transition (d) Custom Animation

19. **The "Delete" key on the keyboard deletes the character to the _____ of the cursor.**
(a) Left **(b) Right** (c) Top (d) Bottom

20. **Which of the following platforms provides cloud-based presentation software?**
(a) Google Presentation (b) Microsoft SkyDrive PowerPoint (c) MS-Office 365 PowerPoint **(d) All of the above**

Questions (2 Marks Each)

1. **Define a digital presentation and list any four elements it can include.**
   ◦ **Answer:** A digital presentation is a tool used to present information, project proposals, or teaching materials effectively using software. It can include **regular text, list items, tables, graphics, sound, video, and animation**.
2. **What is the purpose of the "Slide Sorter" view?**
   ◦ **Answer:** The Slide Sorter view contains all slide thumbnails and is primarily used to **rearrange the order of slides** using the "drag and drop" method. It also allows the user to work with slides as a group.
3. **Explain the difference between "Undo" and "Redo" functions.**
   ◦ **Answer:** The **Undo** function (Ctrl+Z) reverses the last action or change made to the document. The **Redo** function (Ctrl+Y) reverts the result of the Undo command, essentially getting the change back.
4. **How can a user insert an image into a slide from a file?**
   ◦ **Answer:** To insert an image, the user should select **Insert → Image** from the menu bar or click the **Insert Image icon** on the standard toolbar. Then, they must select the desired file from their directory and click open.
5. **What is the function of the "Master Page" in LibreOffice Impress?**
   ◦ **Answer:** A Master Page is used to **modify the base architecture** of the slides. It allows the user to set a common style, design, and color scheme for all slides in the presentation to ensure consistency.

Questions (4 Marks Each)

1. **Describe four characteristics of a good quality presentation.**
   1. **Number of lines:** Include only 5 to 8 lines per slide to avoid small font sizes and ensure readability.
   2. **Font-size:** Keep the text at 32 points or more so the audience can read it from a distance.
   3. **Use of colors:** Use contrasting colors (e.g., dark fonts on a light background) and avoid using only one color throughout.
   4. **Graphics:** Limit images, tables, or charts to no more than two per slide to avoid confusing the audience.
2. **Explain the different Workspace views available in LibreOffice Impress.**
   ▪ **Normal View:** The main view for designing slides, adding text, and graphics.
   ▪ **Outline View:** Shows all slides in a sequence focusing only on the text structure.
   ▪ **Notes View:** Allows the presenter to add speaker notes that are not visible to the audience.
   ▪ **Slide Sorter View:** Displays thumbnails of all slides, ideal for rearranging their sequence.
3. **Outline the steps to apply and customize slide transitions.**
   1. Open the **Slide Transition** section in the Sidebar.
   2. Select the slides in the Slides pane to which you want to apply the effect.
   3. Choose a transition from the "Apply to selected slides" list.
   4. Modify the transition by adjusting the **speed** or adding a **sound**.
   5. Choose to advance the slide either **manually** (on mouse click) or **automatically** after a set number of seconds.
4. **How do you manage graphic objects in Impress, specifically regarding grouping and ungrouping?**
   To **group** objects, select multiple objects by holding the Shift key or drawing a rectangle around them, then go to **Format → Group** (or Ctrl+Shift+G). This allows them to be treated as a single object for moving or resizing. To **ungroup**, select the grouped object and go to **Format → Group → Ungroup** (or Ctrl+Alt+Shift+G) to handle the objects individually again.
5. **List and explain the functions of any four menus found in the Impress Menu Bar.**
   ▪ **File:** Used for basic operations like opening, saving, or creating new presentations.
   ▪ **Insert:** Used to add objects such as tables, shapes, textboxes, and charts.
   ▪ **Slide:** Used to manage the slides themselves, such as inserting new slides, duplicating, or deleting them.
   ▪ **Slide Show:** Provides tools for viewing the presentation, such as starting the show from the first slide