

**De Nobili School F.R.I**

**Assignment: 4 (SEM-2), Sub: Computer Class: 4**

**Chapter: 6 (Microsoft PowerPoint)**

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**Q.1) How is a presentation different from a slide?**

Ans: **Presentation:** - A presentation is a collection of slides arranged in a systematic order that displays the information along with graphics, sound and animation.

**Slide:** - A slide is like a page of a PowerPoint presentation that displays some information about a brief topic.

**Q.2) List the uses of a presentation.**

Ans: Some uses of presentation are:

- Presentation is used to present views and ideas affectively.
- People in the business world use it to present information about their products.
- Using PowerPoint presentation, you can create a visual impact on the audience.

**Q.3) Differentiate between Slides pane and Slides tab?**

Ans: **Slides Pane:** - it is located in the middle of the window where you can work directly on individual slides.

**Slides Tab:** - It shows a thumbnail version of each slide. If you want to see the large view of any thumbnail, click on it. The selected slide appears in the Slides pane.

**Q.4) Define the term Placeholder?**

Ans: Placeholders are the dotted or hatch marked borders that are parts of most of the slide layouts. These boxes can contain title and body text of objects, such as charts, tables, pictures etc.