[Frequently Asked Questions]

Powerpoint Presentation (Part - 2)

Subject: Business Economics

Course: B. A. (Hons.), 5th

                                        Semester, Undergraduate

Paper No. & Title: Paper – 502

                                        Computational Techniques
                                         Business Economics

Unit No. & Title: Unit – 1

                                        Use of Office Software

Lecture No. & Title: 4(Four)

                                         Powerpoint Presentation (Part - 2)

Frequently Asked Questions

1) Define action buttons?

Ans- Action buttons are built-in button shapes (located in the Shapes gallery) that we can add to our presentation.

2) What is master slide?

Ans - The easiest way to make the same change to all slides or slides that use a specific layout is to change the slide master, also called the master slide.

3) Mention the stapes to view the slide master?

Ans - To view the slide master select the View tab; click the Slide Master View command in the presentation Views group. Select the Slide Master for all slides, if it is not currently selected. From the Slide Master tab, in the Close group, click Close Master View. The changes will appear on all slides in the presentation. Then view the presentation in Slide Show view to see the changes.

4) Write about handout master?

Ans - Handout Master is used in PowerPoint to set the appearance of all printed handouts for a presentation including the layout, headers and footers, and background. To access this view, click the "Handout Master" button in the "Master Views" button group ("Presentation Views" button group in 2007) on the "View" tab in the Ribbon. This will then display the handout master for the presentation in the main window. We will also see the "Handout Master" tab appear in the Ribbon. Customizing of layout can be done by using settings on all three menus—Handout Orientation, Slide Size, and Slides per Page.

5) Give a detailed account on notes master?

Ans - The Notes Master in PowerPoint helps to alter the appearance of the "Notes Page" view of presentation slides. The Notes Master contains two main placeholders: one for notes text and the other for the slide. We can move or change the size of either of these objects, and can change the format of the text in the notes placeholder. We can add or change elements that we want to appear on each handout page, also notice the convenient placement of the header, footer, date, and page number blocks.

6) Mention the function of rehearsing timings?

Ans - Rehearsing timings can be useful if we want to set up a presentation to play at a certain speed without having to click through the slides to present it. Using this feature, we can save timings for each slide and animation. PowerPoint will then play back the presentation with the same timings when we present it.

7) How to protect a PowerPoint presentation.

Ans -This is another interesting functionality under this Review tab that makes it possible to protect the entire document and restrict access based on credentials. It is useful to share sensitive information inside a PowerPoint presentation.

8) Explain package the presentation for a CD.

Ans - PowerPoint includes **Package the presentation for a CD** command that creates a CD with our presentation and a special program called the PowerPoint Viewer. So that it can shared a with someone who doesn't own a copy of PowerPoint