



DISTRICT PUBLIC SCHOOL & COLLEGE DEPALPUR

E-Learning Project

Summer Task

Tutorial Video Links

Home Assignments, Worksheets and Activities

Academic Session 2020-2021

Subject: Computer Science



Class: 7

Student's Name: _____

Father's Name: _____

DISTRICT PUBLIC SCHOOL & COLLEGE DEPALPUR

Summer Pack (Computer Science)

Class 7th

Week # 7 (3rd August, 2020 to 8th August, 2020)

(Day 1)

Unit 4: “Multimedia Presentation”

Web Link (Lecture # 17): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. **To enable the students to recognize the slide and slide show**

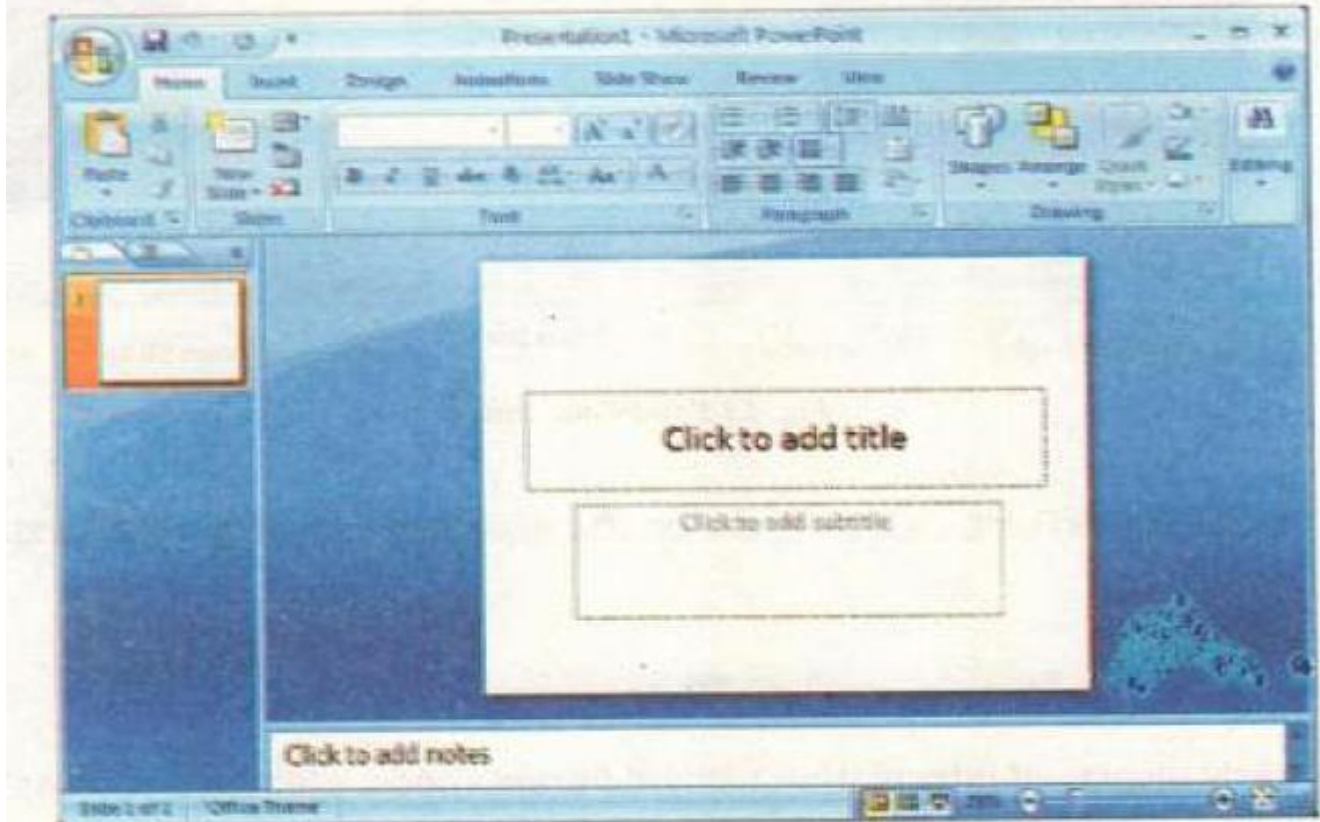
2. **You will also be able to know about the Presentation in full mode**

Slide and Slide Show:

A single page of presentation created in PowerPoint is called slide. All the information in the form of media elements such as text, graphics and sound etc. is presented on the slide. The presentation of all the slides, created in PowerPoint shown one after another is known as slide show. In the slide show, presentation is shown in the full screen mode. In the slide show all the graphics, timings, animated effects and transition effects are shown.

Opening PowerPoint:

- Click Start button.
- Point to All programs
- Microsoft Office
- Click Microsoft Office PowerPoint 2007
- PowerPoint 2007 opens.



Week # 7 (3rd August, 2020 to 8th August, 2020) (Day 2)

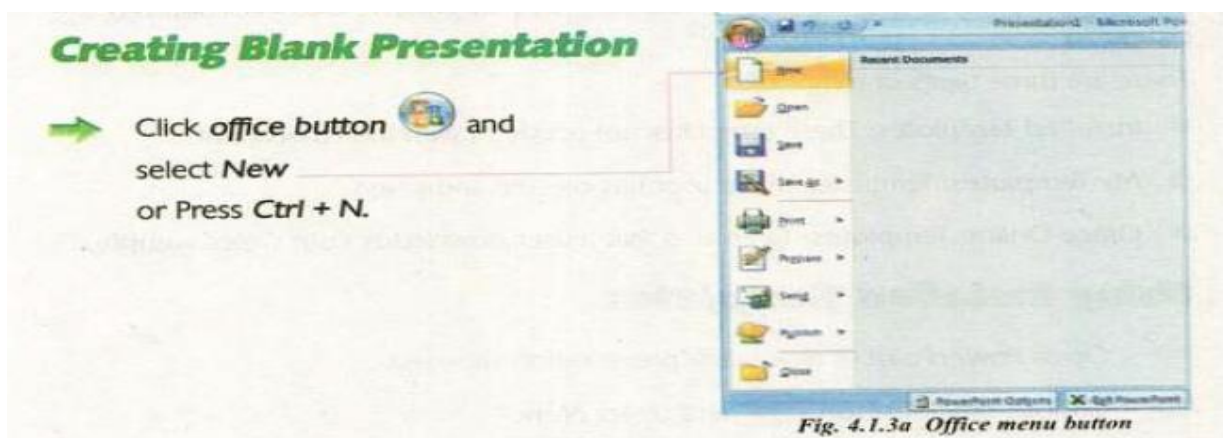
Unit 4: “Multimedia Presentation”

Web Link (Lecture # 18): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. To enable the students to create blank presentation

Create Blank Presentation:

When a user starts PowerPoint, a new blank presentation begins automatically with one slide. If the user needs to start another blank presentation, follow these steps.



- ➔ The *New Presentation* dialogue box opens.
- ➔ *Blank Presentation* is selected by default.

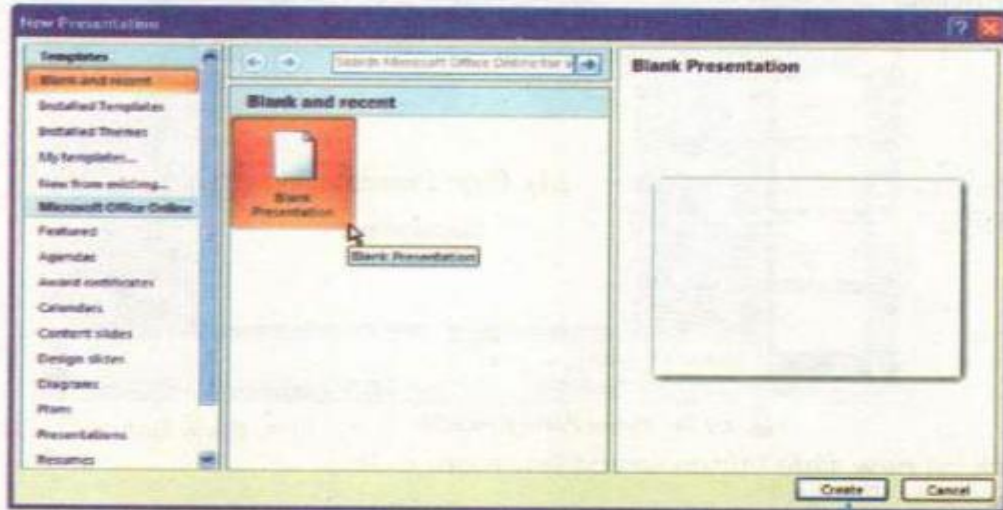


Fig. 4.1.3b New presentation dialogue box

- ➔ Click *Create* button.
- ➔ A new blank presentation will be created.

Assessment of Week # 7 (3rd August 2020 – 8th August, 2020)

Web Link (Lecture # 19): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Multiple Choice Questions

1. A single page of presentation created in PowerPoint is called _____.
 (a) element (b) text (c) picture (d) slide
2. The presentation of all slides created in Powerpoint is called _____.
 (a) Slide Design (b) Slide View (c) Slide Show (d) Laser Show
4. In slide show, the presentation is shown in _____ screen mode.
 (a) hardcopy (b) softcopy (c) both (a) (b) (d) none of these

Fill in the blanks

1. In the _____ all the graphics, timings. animated effects and transition effects are shown.
2. Microsoft Powerpoint is the part of _____.
3. A _____page of presentation created in PowerPoint is called slide.
4. By Using _____ shortcut key to create blank presentation.

Answer Question

Question # 1: Define Slide and Slide show.

Answer:

Question # 2: What is Slide Show?

Answer:

Question # 2: Write the steps to create blank presentation.

Answer:

Unit 4: “Multimedia Presentation”

Web Link (Lecture # 20): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. To enable the students to learn about the Templates and its types

2. You will also learn about themes

Templates:

A template is a file that contains pre-defined settings on which a user can make new presentations.

Templates are easy to use. They also save much time in beautifying the slides.

There are three types of templates.

➤ **Installed Templates:**

These templates are provided with the PowerPoint

➤ **My Templates:**

Templates that a user has created and saved.

➤ **Office Online Templates:**

Templates that a user downloads from Office website.

Themes:

A user can open a new presentation using a theme. A theme contains pre-defined settings of fonts, colours and effects. A user can also customize a theme by making changes in fonts and other settings.

Assessment of Week # 8 (10th August 2020 – 15th August, 2020)

Web Link (Lecture # 21): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Fill in the blanks

1. A _____ contains pre-defined settings of fonts, colors and effects.
2. A _____ is a file that contains pre-defined settings on which a user can make new presentations.
3. Templates are _____ to use.
4. _____ save much time in beautifying the slides.
5. There are _____ types of templates.
6. A user can customize a theme by making _____ in fonts and other settings.

Answer Question

Question # 1: What is the difference between My templates and installed templates.

Answer:

Question # 2: Write the types of templates.

Answer:

Question # 3: What is theme in PowerPoint?

Week # 9 (17th August, 2020 to 22nd August, 2020)
(Day 1)

Unit 4: “Multimedia Presentation”

Web Link (Lecture # 22): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. To enable the students to learn about collecting contents

Collecting Contents for Presentation:

Contents for presentation can be collected in the form of text, images, audio and video clips. The presenter can search books and internet for the best available material. Suppose a user wants to create a presentation on Quaid-e-Azam Muhammad Ali Jinnah.

The user should collect the following material to make an attractive presentation.

- Textual data (birthday, a brief life history and quotes etc.)
- Images of Quaid-e-Azam
- Sound clips from his speeches
- Video clips of Quaid-e Azam

Unit 4: “Multimedia Presentation”

Web Link (Lecture # 23): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. Dear students you will be able to add the background

2. You will also be known about the different types of background fill

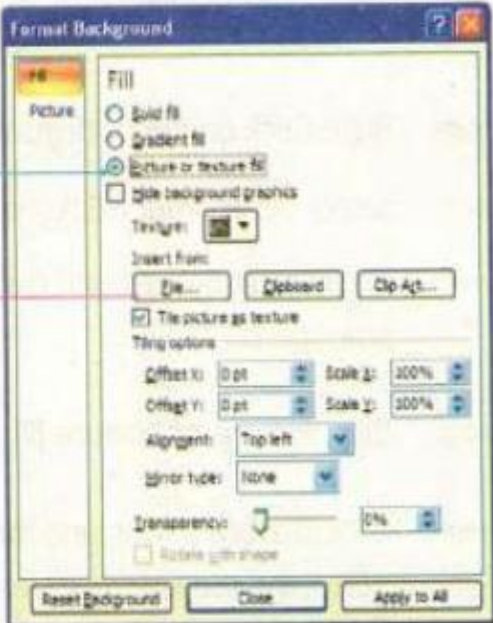
Adding Background Fill Effects:

The background of a slide is the area behind the text and graphics. The background colour and appearance of the slide can easily be modified with the following effects.

- ✓ **Gradient fill:** A gradual progression of colours and shades, usually from one colour to another colour, or from one shade to another shade of the same colour.
- ✓ **Texture fill:** The feel of a surface or a fabric is called texture. There are different textures available in PowerPoint to set as background.
- ✓ **Picture fills:** A visual representation of an object scene or person produced on a surface is known as picture. For example, paintings, drawings and photographs etc.

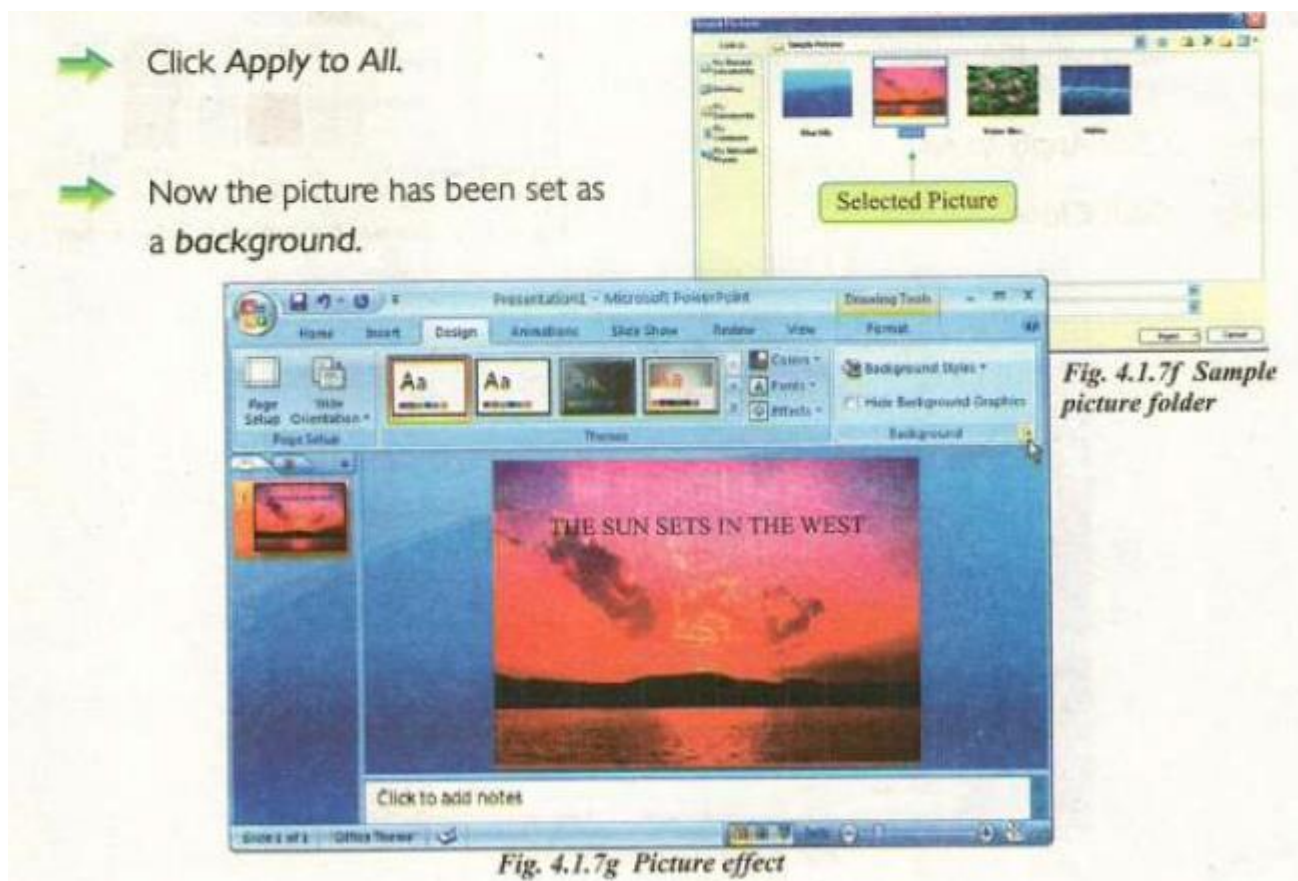
Adding Picture as Background Fill

- ➔ Open PowerPoint (a new blank presentation appears).
- ➔ Type the quotation " THE SUN SETS IN THE WEST ".
- ➔ Open the *Format Background* dialogue box.
- ➔ Click *Picture or texture fill*.
- ➔ Click *File* button to choose a picture.
- ➔ Set the path of the appropriate picture which you want to set as *background*.



The screenshot shows the 'Format Background' dialog box with the following settings: 'Picture or texture fill' is selected; 'File...' button is highlighted; 'The picture as texture' is checked; 'Offset X' and 'Offset Y' are both 0 pt; 'Scale X' and 'Scale Y' are both 100%; 'Alignment' is set to 'Top left'; 'Stretch type' is 'None'; 'Transparency' is 0%.

Fig. 4.1.7e *Format background dialogue box*



Assessment of Week # 9 (17th August 2020 – 22nd August, 2020)

Web Link (Lecture # 24): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Multiple Choice Questions

1. . To add picture from file, use the following syntax.

- a) Click on file → picture → from file
- b) Click on Edit → picture → from file
- c) Click on Insert → picture → from file
- d) None of these

1. The background colour and appearance of the slide can easily be modified by _____ effects.

- (a) Gradient fill
- (b) Texture fill
- (b) Picture fill
- (d) All of these

2. The feel of a surface or a fabric is called _____.

(a) Gradient

b) Texture

c) Picture

d) None

Fill in the blanks

1. The feel of a surface or a fabric is called _____.

2. _____ is a gradual progression of colors and shades.

3. A user can collect the text, graphics, sounds and pictures to attract the _____.

4. The _____ of a slide is the area behind the text and graphics.

Answer Question

Question # 1: What is the difference b/w Gradient and texture background fill?

Answer:

Question # 2: What is meant by collecting contents? Explain with an examples.

Answer:

Unit 4: “Multimedia Presentation”

Web Link (Lecture # 25): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Objective: 1. **To enable the students to learn about slide layout and placeholder**

Slide Layout and Placeholders:

Layout refers to the way things are arranged on a slide. A slide layout is a ready-made or predefined design of a slide available in Microsoft PowerPoint. All slide layouts contain boxes with dotted borders called placeholders. These boxes hold title and body text or objects such as SmartArt graphics, charts, tables, and pictures. There are different slide layouts available in the PowerPoint.

A user can select the appropriate slide layout for the presentation.

Using Slide Layout and Placeholders

- ➔ Open a new blank PowerPoint presentation.
- ➔ In the *Home* tab, on the *Slides* group, Click *Layout*.

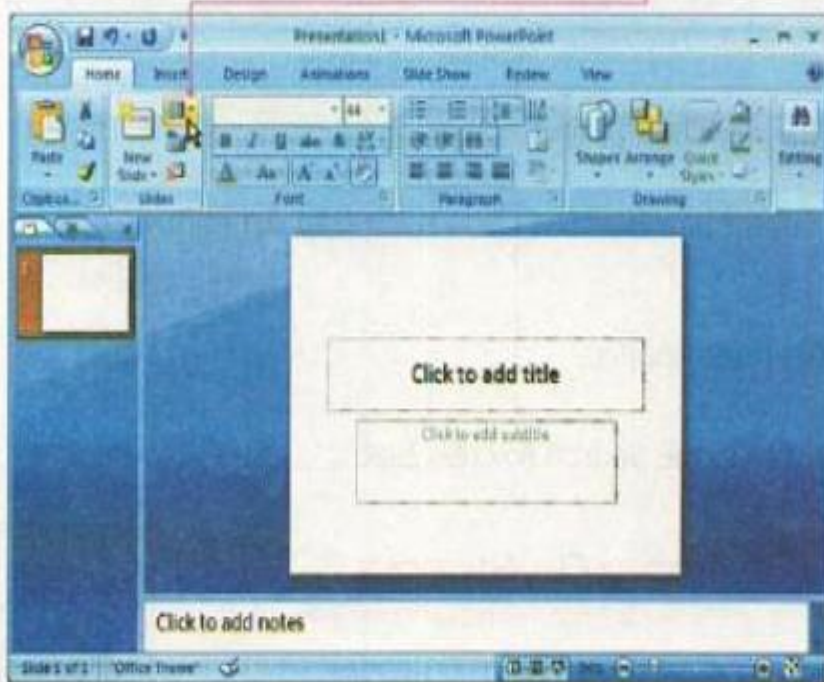


Fig. 4.1.8a A blank presentation

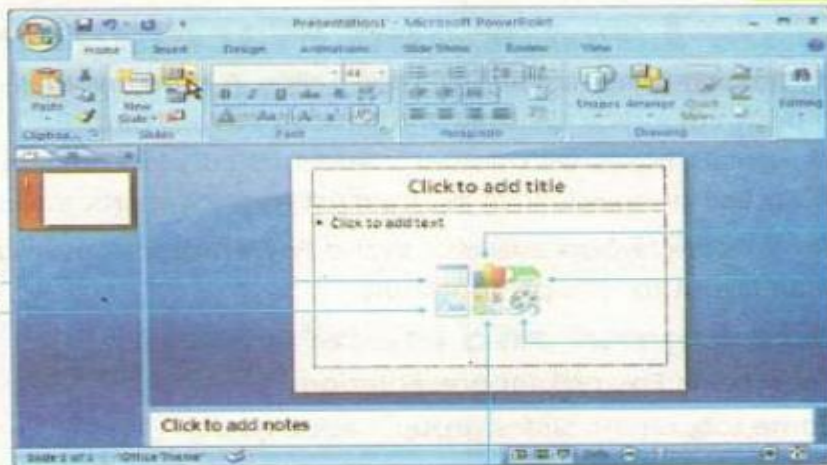
➔ A menu of layouts appears.

➔ Click the desired layout.



Fig. 4.1.8b Menu of layouts

Insert Table Button
Insert Picture from File Button



Insert Chart Button
Insert SmartArt Graphics Button
Insert Media Clip Button

Fig. 4.1.8c Title and content layout

➔ In the *title placeholder* type "My House".

➔ In the *content placeholder*, Click Insert *Clip Art* button.

➔ A *Clip Art* pane appears.

➔ Type "Home" in the *Search For* text box.

➔ Click *Go*. The matching *Clip Arts* appear.

➔ Click the *Clip Art* that you want to insert.

➔ The selected clip art appears on the slide.

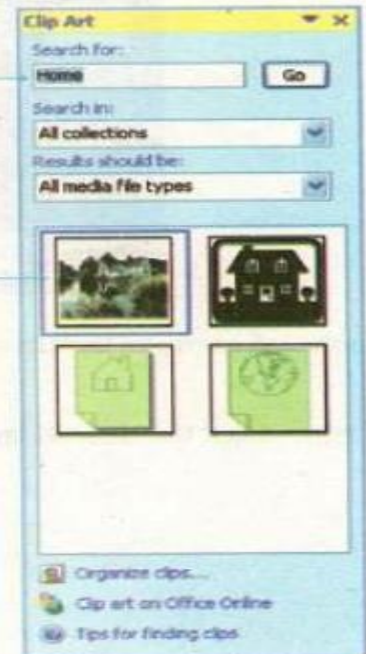


Fig. 4.1.8d Clipart gallery

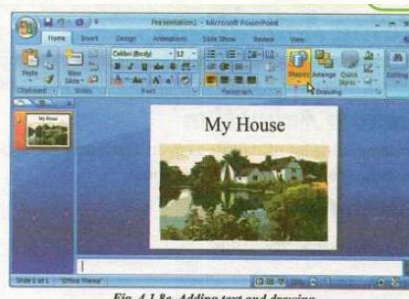


Fig. 4.1.8e Adding text and drawing

Assessment of Week # 10 (24th August 2020 – 31st August, 2020)

Web Link (Lecture # 26): <https://www.youtube.com/playlist?list=PLvbEvN2QBJAmz2eX5iEWHF73SvdZJMg0S>

Multiple Choice Questions

1. The arrangement of the objects on the slide is known as Slide _____.
a) Transition b) Show c) Design d) **Layout**
2. All slide layouts contain boxes with dotted borders called _____.
a) Titleholder b) **Placeholder** c) Box holder d) Text holder

Fill in the Blank

1. A _____ is a ready-made or pre-defined design of a slide.
2. Placeholders are the boxes with _____ borders.

Answer Question

Question # 1: Explain Slide Layout and its uses in a presentation.

Answer:

Question # 2: Define placeholder.

Answer:
