

## 6.1 Introduction to Presentation Application

A **Presentation Application** is software used to create, edit and display information in the form of slides.

- Main purpose: To present ideas, reports, lectures, proposals, etc. in a visual and attractive way.
- Popular software: Microsoft PowerPoint (most commonly used in government offices), Google Slides, LibreOffice Impress.
- Advantages: Easy to combine text, images, charts, animation and sound; supports Slide Show mode; can be printed as handouts or saved as PDF.
- Used in government offices for meetings, training, seminars and official presentations.

## 6.2 Creating, Opening & Saving Slides

### Creating a New Presentation:

- Open PowerPoint → File → New → Blank Presentation (or Ctrl + N).
- Choose a design template if needed.

### Adding Slides:

- Home tab → New Slide (or Ctrl + M).
- Choose layout (Title Slide, Title and Content, Two Content, etc.).

### Saving a Presentation:

- File → Save (Ctrl + S) → Choose location → Name the file → Save as .pptx format.
- Save As: Used to change name or format (PDF, Video, etc.).

### Opening an Existing Presentation:

- File → Open (Ctrl + O) → Select the .pptx file.

## 6.3 Formatting Slides

Formatting makes slides attractive and professional.

Formatting Option	How to Apply	Use
Slide Layout	Home → Layout	Change title + content layout
Theme / Design	Design tab → Themes	Apply professional colour scheme
Background	Design → Format Background	Solid colour, gradient or picture
Font & Text	Home → Font group	Size, colour, bold, alignment
Bullets & Numbering	Home → Paragraph	Organise points
Slide Size	Design → Slide Size	Standard (4:3) or Widescreen (16:9)

## 6.4 Slide Show

Slide Show is the final presentation mode.

### Starting Slide Show:

- From beginning: F5
- From current slide: Shift + F5

### Navigation during Slide Show:

- Next slide: Click mouse / Spacebar / Right arrow
- Previous slide: Backspace / Left arrow
- End show: Esc key

### Other features:

- Presenter View (shows notes and timer to speaker only)
- Rehearse Timings (record time for each slide)
- Custom Slide Show (show only selected slides)

## 6.5 Animation

Animation adds movement to text, pictures or objects to make the presentation lively.

### Types of Animation:

1. **Entrance** – How object appears (Fade, Fly In, Zoom, etc.)
2. **Emphasis** – Highlight object while visible (Spin, Grow/Shrink)
3. **Exit** – How object disappears
4. **Motion Path** – Object moves along a path

### How to Apply:

- Select object → Animations tab → Choose animation → Effect Options.
- Animation Pane: View and reorder animations.
- Start options: On Click, With Previous, After Previous.
- Duration and Delay can be set.

**Note:** Do not overuse animation in official presentations.

## 6.6 Inserting Built-in Picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

All insertions are done from the **Insert tab**.

Object	How to Insert	Use
<b>Picture</b>	Insert → Pictures → This Device / Online Pictures	Add photos
<b>Built-in Picture</b>	Insert → Pictures (stock images in newer versions)	Government/official images
<b>Table</b>	Insert → Table	Organise data in rows & columns
<b>Chart / Graphs</b>	Insert → Chart → Choose type (Column, Pie, Line, Bar)	Show numerical data visually
<b>Organization Chart</b>	Insert → SmartArt → Hierarchy	Show structure (ministry, department hierarchy)
<b>Other</b>	Shapes, Icons, 3D Models, Video, Audio	Enhance visual appeal

**Model Questions & Answers: Presentation System (6.1–6.6) (For Paper II – Subjective – Job Based Knowledge)**

**Q1. (5 marks)** Explain the concept of Presentation Application and its uses in government offices.

**Answer:** Presentation Application is software used to create, edit and display information in the form of slides.

- Popular software: Microsoft PowerPoint.
- Main purpose: To present ideas, reports, lectures and proposals visually.
- Advantages: Combines text, images, charts and animation; supports Slide Show mode.
- Used in government offices for meetings, training programmes, seminars and official presentations.
- Can be saved as PDF or printed as handouts.

**Q2. (5 marks)** Write the steps to create, save and open a presentation in PowerPoint.

**Answer:**

- **Create:** Open PowerPoint → File → New → Blank Presentation (or Ctrl + N).
- **Add slides:** Home → New Slide (or Ctrl + M).
- **Save:** File → Save (Ctrl + S) → Choose location → Name the file (.pptx).
- **Open:** File → Open (Ctrl + O) → Select the .pptx file.

**Q3. (5 marks)** Describe the main formatting features of slides in PowerPoint.

**Answer:**

- Apply **Theme/Design** from Design tab.
- Change **Slide Layout** (Title Slide, Title and Content, etc.).
- Format **background** colour or picture.
- Change **font style, size, colour, alignment** and **bullets/numbering**.
- Adjust **Slide Size** (Standard 4:3 or Widescreen 16:9).

**Q4. (5 marks)** How do you start and navigate a Slide Show in PowerPoint?

**Answer:**

- Start from beginning: Press **F5**.
- Start from current slide: Press **Shift + F5**.
- Next slide: Click mouse / Spacebar / Right arrow.
- Previous slide: Backspace / Left arrow.
- End Slide Show: Press **Esc** key.
- Presenter View and Rehearse Timings can also be used.

**Q5. (5 marks)** Explain the types of Animation used in PowerPoint.

**Answer:**

- **Entrance:** How object appears (Fade, Fly In, Zoom).
- **Emphasis:** Highlights object while visible (Spin, Grow/Shrink).
- **Exit:** How object disappears.
- **Motion Path:** Object moves along a path.
- Applied from Animations tab → Animation Pane is used to manage order, timing and start options (On Click, With Previous, After Previous).

**Q6. (5 marks)** Write the steps to insert Picture, Table, Chart and Organization Chart in a slide.

**Answer:** All insertions are done from the **Insert tab**:

- **Picture:** Insert → Pictures → This Device / Online Pictures.
- **Table:** Insert → Table → Select rows and columns.
- **Chart/Graph:** Insert → Chart → Choose type (Column, Pie, Bar, Line).
- **Organization Chart:** Insert → SmartArt → Hierarchy.

10-Mark Long Answer Questions

**Q1. (10 marks)** Explain Presentation System. Describe how to create, open, save and format slides in PowerPoint.

**Answer:** Presentation System is software used to create attractive visual slides for meetings, training and official presentations. Microsoft PowerPoint is the most commonly used application.

**Creating, Opening and Saving:**

- Create: Ctrl + N → Add slides with Ctrl + M.
- Save: Ctrl + S (.pptx format).
- Open: Ctrl + O.

**Formatting Slides:**

- Apply Themes and Layouts from Design and Home tab.
- Change background, font, alignment, bullets and slide size. These features make the presentation professional and easy to understand.

**Q2. (10 marks) What is Slide Show? Explain how to run a Slide Show and use navigation options in PowerPoint.**

**Answer:** Slide Show is the final mode in which the presentation is displayed to the audience.

**Starting Slide Show:**

- From beginning: F5
- From current slide: Shift + F5

**Navigation:**

- Next slide: Mouse click / Spacebar / Right arrow
- Previous slide: Left arrow / Backspace
- End: Esc key

**Advanced features:** Presenter View (speaker notes visible only to presenter), Rehearse Timings and Custom Slide Show. This makes the presentation smooth and professional.

**Q3. (10 marks) Explain Animation in PowerPoint. Describe its types and how it is applied.**

**Answer:** Animation adds movement to text, pictures and objects to make the presentation lively and engaging.

**Types of Animation:**

1. Entrance – Object appears (Fade, Fly In, Zoom)
2. Emphasis – Object is highlighted (Spin, Grow/Shrink)
3. Exit – Object disappears
4. Motion Path – Object follows a path

**How to Apply:**

- Select object → Animations tab → Choose animation → Effect Options.
- Use Animation Pane to reorder, set timing (Duration, Delay) and start options (On Click / With Previous / After Previous).

Animation should be used moderately in official presentations.

**Q4. (10 marks) Describe the various objects that can be inserted in a PowerPoint slide and their uses.**

**Answer:** Objects are inserted from the **Insert tab** to make slides more informative and attractive:

- **Picture / Built-in Picture:** Adds photos or stock images.
- **Table:** Organises data in rows and columns.
- **Chart / Graphs:** Displays numerical data visually (Column, Pie, Line, Bar).
- **Organization Chart:** Shows hierarchy using SmartArt → Hierarchy.
- Other objects: Shapes, Icons, Video, Audio.

These objects help in presenting data clearly and professionally.

**Q5. (10 marks) Explain the complete process of preparing and delivering an effective presentation using PowerPoint, including formatting, animation and Slide Show.**

**Answer:**

**Step 1:** Create new presentation (Ctrl + N) and add slides.

**Step 2:** Format using Themes, Layout, Font and Background.

**Step 3:** Insert objects – Pictures, Tables, Charts, Organization Chart.

**Step 4:** Apply Animation (Entrance, Emphasis, Exit) using Animation Pane.

**Step 5:** Run Slide Show (F5) with proper navigation and Presenter View.

This complete process ensures the presentation is clear, attractive and professional.

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