

CH – 3

Modifying slides in OO Impress

Q1. How can we insert image in a slide ?

Ans We can insert image in a slide by two ways –

From File

From Gallery

Q2. How can we insert image in a slide from file ?

Ans we can insert image in a slide from file by following steps :

Select insert – Go to picture – Select from file

Q3. What is dialog box ?

Ans : Dialog box is a small window that communicates the information to the user and prompts for answer.

Q4. What is theme ?

Ans : A theme is a predefined set of colours, fonts and visual effects that you apply to your slide for a unified professional look.

Q5. What is Gallery ?

Ans : Gallery is an area where we can find various themes or groups like backgrounds, bullets, homepage, diagrams, computers arrows etc.

Q6. What are the steps to insert image from Gallery ?

Ans : The steps are :

Click on tools – Go to gallery

Select the theme

Right click on any image . go to insert option . then click on copy or link.

Q7. What are the green dots around the image?

Ans : The green dots show that the image is selected .

Q8. What is selection ?

Ans : It is the process of selecting the desired image with the help of various keys on the keyboard.

Q9. How can we resize any image ?

Ans : We can resize any image by bringing the mouse pointer to the green dots and press the left button, we drag it outwards or inwards direction to increase or decrease the size of the image .

Q10. What is drawing toolbar ?

Ans : The drawing toolbar collects the majority of the tools normally used to draw graphic objects.

Q11. What is toolbar ?

Ans : Toolbar is a strip of icons that can be clicked to perform certain functions.

Q12. Write the steps to open drawing toolbar.

The steps are :

In the menu bar – click on view – go to toolbars – drawing

Q13. What is floating Toolbar ?

Ans : It is a triangle shaped arrow that indicates it has some additional functions.

Q14. What is Fontwork ?

Ans : Fontwork is a option that gives various effects and styles to the text.

Q15. How many tools are there in drawing in drawing toolbar. Name them .

Ans :

1. Select tool
2. line tool
3. Arrows
4. Rectangle
5. Eclipse
6. Text
7. Curve
8. Connector
9. Basic shapes
- 10.Symbol shapes
- 11.Block arrows

12.Flowcharts

13.Callouts stars

14.Stars

15.Points

Q16. Write the steps to insert font work.

Ans Step 1 – Go to view – Select toolbar – Font work

Step 2 – Click on font work gallery tab on the font work toolbar – choose any font work and click on OK

Step3 – Double click on the font work inserted to insert the desired text.