

Good Morning Students,

Students, this lesson is of class 5 for the subject of computers. Topic - 'changing colour scheme' which is covered in chapter-5.

- All the students, may now please open page no. - 57 in front of them.
- I hope all the students are ready for today's lesson, so let us start with topic - 'changing colour scheme'
- * children, In today's assignment you will study about the steps of changing colour scheme. And the steps are as follows:-
 1. open any slide of a presentation.
 2. click on design tab - As shown in the figure - 5.7 in the book present on page no. - 57

3. click on the colours button and select the desired colour scheme.
 4. Right click on the colour scheme and choose Apply to all slides option.
 5. Students, If you want to apply colour scheme to the selected slide, then choose option Apply to selected slide.
- * By applying or using above steps to a presentation the colour scheme will be changed accordingly.
- * Students, Now, Next topic is present on page no.- 58 in your book and the topic is-
- Changing Background Colour :- Students, this will change the background colour, texture, pattern of a slide. for changing background colour, you will follow some steps:-
1. open any slide of a presentation.
 2. click on background styles button from design tab.
 3. Now, you will click on format background option of Background styles button.
 4. The format background dialog box will appear as shown in figure - 5.8 on page No- 58 in the book.

Class- V

Subject- Computers

Ch-5

Topic- "Presentation software- Special effects"

Teacher- Rupinder Kaur

5. click on fill tab and choose fill style option.
6. click on colour drop down arrow.
7. Colour dialog box will appear as shown in figure- 5.9 in the book.
8. Students by clicking on standard tab you can select any colour and by clicking custom tab you can create your own colours also as you do in MS-paint.
9. click ok.
10. click on Apply to all button. It will be applied to all slides.
11. click on Close button.

* Students, All of you, May now take 3 minutes break. During break time, you will do one activity. you will divide the page ^{of note book} into four parts with the help of pencil. In all the four parts you will fill different colours and patterns of your choice. These colours or patterns ^{that} you will draw, will be considered as background styles of a page.

*

let us continue with the next topic present on page no- 58 in the book.

Page-3

→ Inserting various objects in a slide:- Students, Sometimes you want to make your presentation more beautiful by adding different things in the slides. You can insert text, clipart, word art etc. Here, we are going to discuss about inserting various objects in a slide one by one.

1. Inserting text box:- Students, In a slide you want to add more text beside the area provided for entering text. Then, by using text box ^{tool}, you can easily enter the text. Text box is a placeholder, where you can enter and manipulate the text. You can change the position of text box, anywhere on the slide by moving it with its contents. Some steps we are going to follow for this:-

1. click on New slide button.
2. Type the text as title as shown in figure- 5.10 on page No- 58 in the book. Title means main Heading like Activity
3. Type the text as Sub title. Subtitle means sub headings or list of any particular topics - like Cricket Match, chess etc.
4. Select text box tool from insert tab.

5. Hold down left mouse button, drag it diagonally towards right and release the mouse button.
6. One box with a cursor will appear.
7. Now, type text based on the topic of your slide or presentation. in this box.

* Now, we are going to insert Word art as you have already done in MS-Word. This is also same like MS-Word. This feature is used to create special text effects like - curved, wavy, 3D effects etc.

We will follow some steps here to insert wordart:-

1. click on word art button from insert tab.
2. The word art gallery will open with different styles as shown in figure- 5.11 in your book on page no.-59
3. Select any style.
4. Replace the existing text with your own new text.
5. Now, click on ^{Text} Fill on the format tab and select the colour of your choice.
6. By clicking on text outline ^{dropdown arrow} you can change the colour of ^{the} outline of text also.
7. If you want to make your text glow and more beautiful then choose glow option from text effects. and observe the change.

* children, Now, I am ending the lesson here. Please read assignment carefully. Thank You...