G.C.E. O/L Grade 10 ICT · Lesson 8

Lesson 8 O/L Exam Practice: Questions and Answers

These questions are in the style of the O/L ICT exam. Paper I has multiple choice questions. Paper II has structured questions with parts, model answers and marking points. They cover all of Lesson 8 (8.1 and 8.2): presentation software and its GUI, views, layouts, themes, inserting multimedia, good design rules, file types, slide transitions and custom animations. Try them first, then check the answers.

Paper I – Multiple choice questions (25)

1. Which of the following is presentation software?

A. Google Docs
B. Google Slides
C. Google Sheets
D. Google Forms

2. The default file extension of a PowerPoint presentation is

A. .potx
B. .odp
C. .pptx
D. .ppsx

3. The default file extension of a LibreOffice Impress presentation is

A. .ods
B. .odg
C. .odt
D. .odp

4. The part of the window with small pictures of every slide is the

A. Title bar
B. Slide pane (thumbnails)
C. Status bar
D. Notes pane

5. Notes that only the presenter sees are typed in the

A. Notes pane
B. Ribbon
C. Slide Sorter
D. Slide area

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6. Which view is best for deleting and reordering many slides?

A. Reading View
B. Normal
C. Slide Sorter
D. Slide Show

7. Which view shows the next slide, notes and a timer to the presenter?

A. Presenter View
B. Notes Page
C. Normal
D. Slide Sorter

8. Pressing Shift+F5 will

A. Start the show from slide 1
B. End the show
C. Open Slide Sorter
D. Start the show from the current slide

9. The key that ends a slide show is

A. Tab
B. Esc
C. Enter
D. F5

10. The layout best for the first slide of a presentation is

A. Two Content
B. Comparison
C. Title Slide
D. Blank

11. Changing the logo on every slide at once is done using the

A. Slide Sorter
B. Animation Pane
C. Notes pane
D. Slide Master

12. Insert › SmartArt is best used to show

A. A process or hierarchy diagram
B. A sound effect
C. A YouTube video
D. A slide transition

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13. Ctrl+K is used to insert a

A. Text box
B. Chart
C. Hyperlink
D. New slide

14. Which follows the 6×6 rule?

A. 6 slides of 60 words
B. 5 bullets of up to 6 words
C. One 80-word paragraph
D. 12 bullets of 10 words

15. To reduce the size of a presentation with many photos

A. Add more transitions
B. Use Slide Sorter
C. Compress pictures
D. Add speaker notes

16. Alt text on a picture is mainly for

A. Making the file smaller
B. Adding animation
C. Changing the theme
D. Screen reader users

17. Which format plays animations?

A. .png
B. .pdf
C. .jpg
D. .pptx

18. A Fade effect from slide 3 to slide 4 is a

A. Motion path
B. Transition
C. Theme
D. Entrance animation

19. 'Advance Slide – After 00:05' means the slide

A. Moves on automatically after 5 seconds
B. Repeats 5 times
C. Waits 5 minutes for a click
D. Plays a 5-second sound

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20. The animation category coloured red in PowerPoint is

A. Entrance
B. Exit
C. Emphasis
D. Motion Path

21. Spin on a picture already visible is an

A. Emphasis effect
B. Exit effect
C. Transition
D. Entrance effect

22. Three bullets must appear one after another automatically after one click. Bullets 2 and 3 should start

A. After Previous
B. Apply to All
C. On Click
D. With Previous

23. An effect with Duration 1 s and Delay 0.5 s set With Previous to an effect starting at 0 s ends at

A. 0.5 s
B. 2 s
C. 1.5 s
D. 1 s

24. The order of animations is changed in the

A. Notes pane
B. Design tab
C. Slide Sorter
D. Animation Pane

25. Which is a responsible use of AI such as Copilot for slides?

A. Check facts and acknowledge AI help
B. Enter friends' phone numbers
C. Remove all image credits
D. Submit its draft unchanged

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Paper II – Structured questions

1. Presentation software and its window. *(9 marks)*

(i) Define presentation software and name two examples. *(3 marks)*
(ii) Label five parts of the window shown. *(5 marks)*
(iii) Give one use of the notes pane. *(1 marks)*

2. Views and showing. *(7 marks)*

(i) Name the view used to (a) edit a slide, (b) reorder slides, (c) show full screen. *(3 marks)*
(ii) State the shortcut keys to start a show from the beginning and from the current slide. *(2 marks)*
(iii) How is Presenter View useful? *(2 marks)*

3. Layouts, themes and multimedia – a 'Sigiriya' presentation. *(7 marks)*

(i) Suggest a suitable layout for (a) slide 1, (b) a slide comparing the Mirror Wall and the frescoes. *(2 marks)*
(ii) Distinguish a theme and a template. *(2 marks)*
(iii) Name three types of multimedia that can be inserted and the Insert command for each. *(3 marks)*

4. Effective design – a 'Save Water' slide. *(7 marks)*

(i) State the 6×6 rule. *(2 marks)*
(ii) Give three rules for readable text on a projector. *(3 marks)*
(iii) Why must an image downloaded from the internet carry a credit? *(2 marks)*

5. Saving and sharing. *(5 marks)*

(i) Name the format for (a) editing in Impress, (b) printing handouts that look the same everywhere, (c) playing on any phone with narration. *(3 marks)*
(ii) Give two advantages of real-time collaboration in Google Slides or PowerPoint online. *(2 marks)*

6. Transitions and animations. *(9 marks)*

(i) Distinguish a transition and an animation. *(2 marks)*
(ii) Name the four animation categories with the colour PowerPoint uses. *(4 marks)*
(iii) Give the steps to give every slide a 1-second Fade transition that advances after 8 seconds. *(3 marks)*

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7. Animation Pane timing. *(6 marks)*

(i) Using the Animation Pane shown, which effects play on click 1? *(2 marks)*

(ii) After click 2, when does Bullet 2 start and end? *(2 marks)*

(iii) State why too many effects should be avoided. *(2 marks)*

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Exam tips

- Presentation = set of slides.
- PowerPoint .pptx; Impress .odp; Google Slides online.
- Notes pane = speaker notes, hidden from the audience.
- Slide Sorter = reorder; Slide Show = full screen.
- F5 from start; Shift+F5 from current; Esc ends.
- Layout = placeholders; theme = colours and fonts.
- Slide Master changes every slide at once.
- 6×6 rule, ≥ 24 pt, high contrast, image credits.
- PDF does not play animations; MP4 does.
- Transition = between slides; animation = objects.
- Green Entrance, yellow Emphasis, red Exit, Motion Path.
- With Previous = together; After Previous = next in line.

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Answers and explanations

Paper I

1. **B** – Slides.
2. **C** – .pptx.
3. **D** – OpenDocument Presentation.
4. **B** – Thumbnails.
5. **A** – Speaker notes.
6. **C** – Grid of thumbnails.
7. **A** – Two-screen view.
8. **D** – Current slide.
9. **B** – Esc.
10. **C** – Title Slide.
11. **D** – Master controls all slides.
12. **A** – Diagrams.
13. **C** – Link.
14. **B** – ≤ 6 × 6.
15. **C** – Compress.
16. **D** – Accessibility.
17. **D** – PDF/images are static.
18. **B** – Between slides.
19. **A** – Automatic.
20. **B** – Red = Exit.
21. **A** – Emphasis.
22. **A** – Chain them.
23. **C** – 0 + 0.5 + 1.
24. **D** – Reorder.
25. **A** – Check and credit.

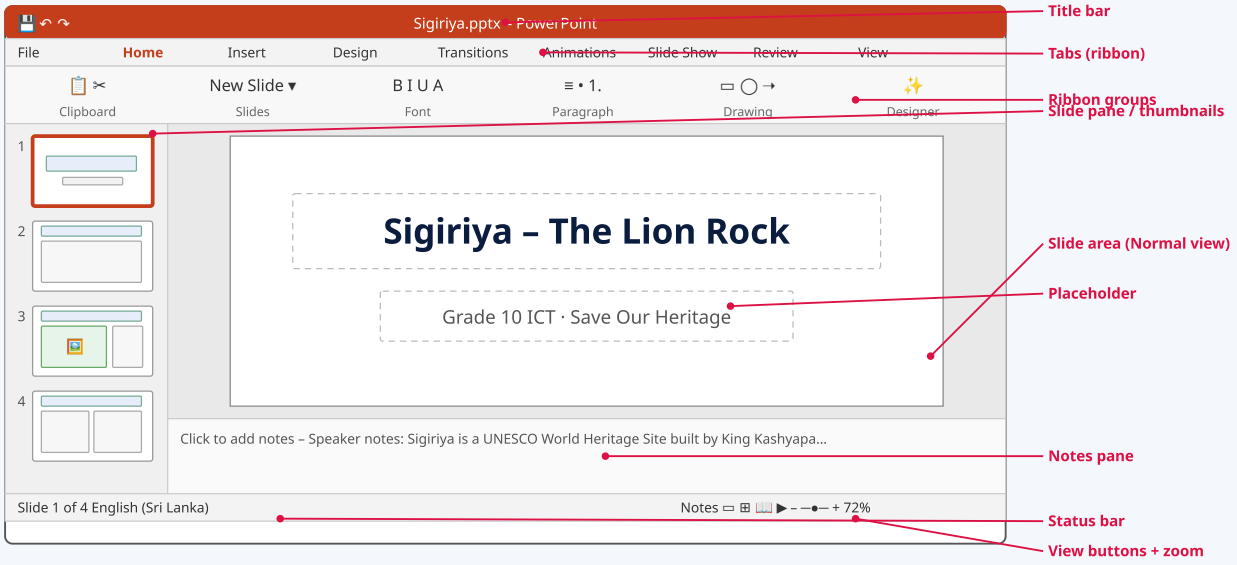
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Paper II – model answers and marking points

1. *(9 marks)*

(i) (3 marks)
Software used to create and show slides (1); MS PowerPoint, LibreOffice Impress, Google Slides (any two, 1 each).

(ii) (5 marks)
Any five: title bar, tabs/ribbon, slide pane, slide area, placeholder, notes pane, status bar, view buttons (1 each).



Model answer

(iii) (1 marks)
Speaker notes that the presenter reads but the audience does not see (1).

🎯 Examiner tip: write PowerPoint tab names exactly – Insert, Design, Transitions, Animations.

2. *(7 marks)*

(i) (3 marks)
(a) Normal (b) Slide Sorter (c) Slide Show (1 each).

(ii) (2 marks)
F5 (1); Shift+F5 (1).

(iii) (2 marks)
Presenter sees notes, next slide and timer (1) while the audience sees only the slide (1).

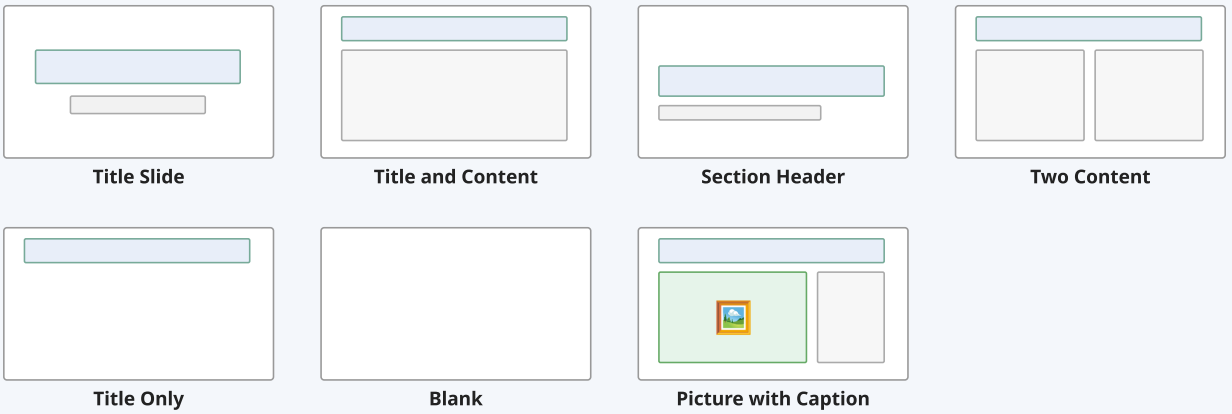
🎯 Examiner tip: Reading View plays in a window; Slide Show is full screen.

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3. *(7 marks)*

(i) (2 marks)

(a) Title Slide (1) (b) Two Content / Comparison (1).



Model answer

(ii) (2 marks)

Theme = colours, fonts, effects (1); template = design plus sample content/starter file (1).

(iii) (3 marks)

Any three: picture – Insert › Pictures; video – Insert › Video; audio – Insert › Audio; chart – Insert › Chart; SmartArt – Insert › SmartArt (1 each).

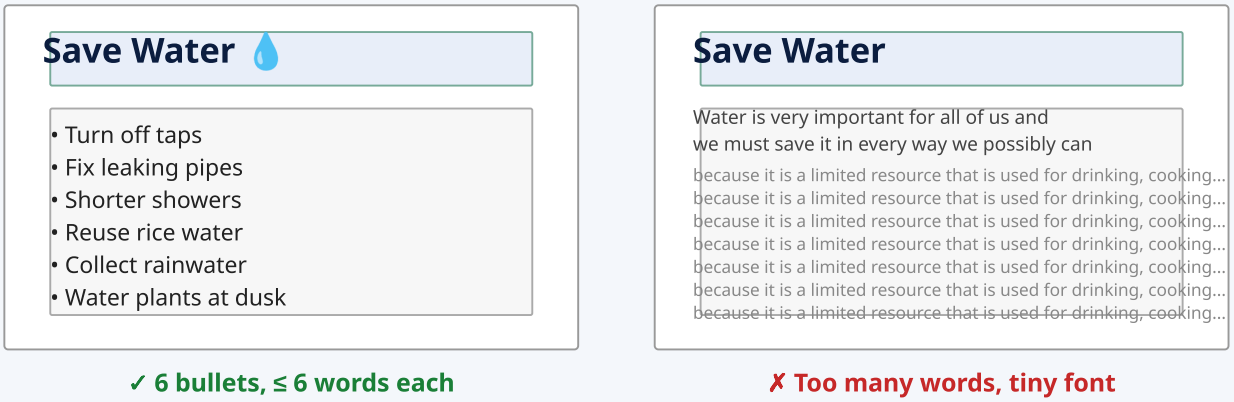
🎯 Examiner tip: give the menu path, not just 'insert it'.

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4. *(7 marks)*

(i) (2 marks)

About 6 lines per slide (1), about 6 words per line (1).



Model answer

(ii) (3 marks)

Large font ≥ 24 pt; sans-serif font; high contrast; consistent fonts; few words (any three).

(iii) (2 marks)

It may be protected by copyright (1); credit respects the owner/licence (1).

🎯 Examiner tip: 'contrast' means difference between text and background colours.

5. *(5 marks)*

(i) (3 marks)

(a) .odp (b) .pdf (c) .mp4 video (1 each).

(ii) (2 marks)

Several students edit at once from different places (1); comments/version history help teamwork (1).

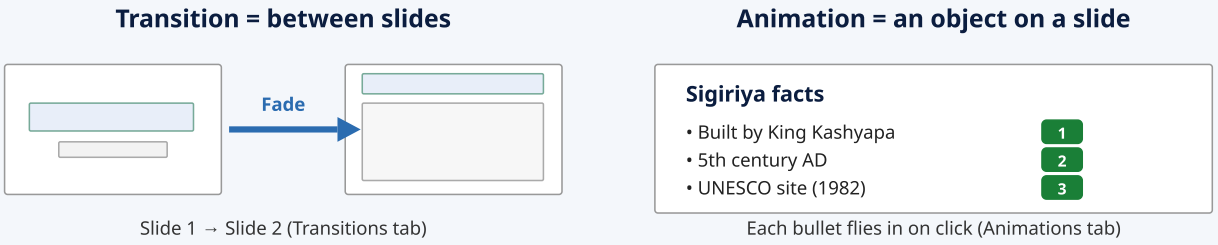
🎯 Examiner tip: PDF keeps the look but loses animations.

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6. *(9 marks)*

(i) (2 marks)

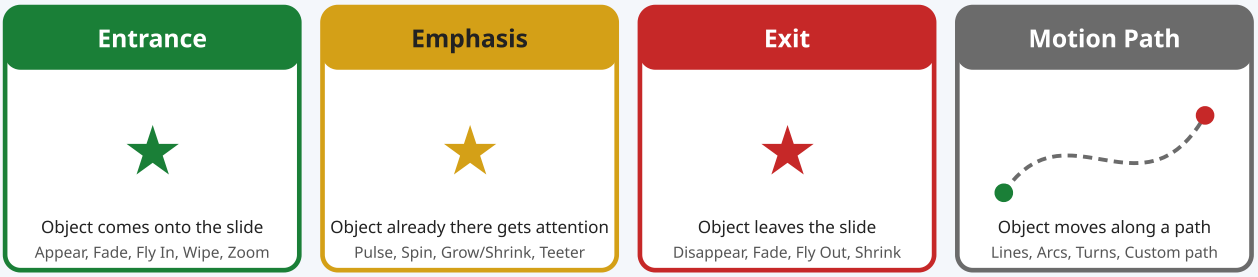
Transition – between slides (1); animation – on an object on a slide (1).



Model answer

(ii) (4 marks)

Entrance – green; Emphasis – yellow; Exit – red; Motion Path – a line/path (1 each).



Model answer

(iii) (3 marks)

Transitions › Fade (1); Duration 01.00 and tick After 00:08 (1); Apply to All (1).

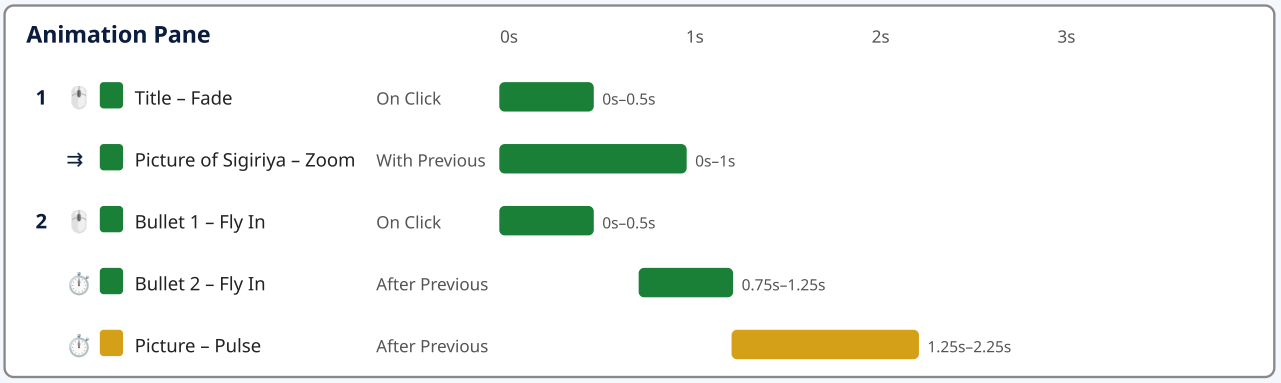
🎯 Examiner tip: transition = Transitions tab; animation = Animations tab.

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7. *(6 marks)*

(i) (2 marks)

Title – Fade (1) and Picture of Sigiriya – Zoom, With Previous (1).



Animation Pane

(ii) (2 marks)

Starts 0.75 s (Bullet 1 ends 0.5 s + 0.25 s delay) (1); ends 1.25 s (1).

(iii) (2 marks)

They distract the audience from the message (1) and waste time / may lag on video calls (1).

🎯 Examiner tip: With Previous = same time; After Previous = when the one above ends.

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