Presentation and spreadsheets

Task 1. Listen and choose only the correct statements:

1. VisiCalc was first made available to users through an Apple computer.
2. The idea of organizing numbers in rows and columns was already well known before VisiCalc was created.
3. Lotus became more popular than VisiCalc because it allowed users to turn data into visual formats more easily.
4. Excel for Mac was released after Excel for Windows.
5. Excel for Windows eventually became the most widely used spreadsheet program on the market.

Task 2. Listen to an expert giving on how to make an effective presentation and complete the summary.

1. Less is better than .....
2. Variety is better than .....
3. Images paint a better picture than a lot of ....
4. Use a set of ..... and a colour scheme.
5. Use one ..... style.
6. The title of a slide should be at least ..... points.
7. Do not use ..... letters.
8. Avoid the following combination of background and text colours: orange and .....
9. Avoid ..... on a dark background.
10. Don't use too many .....

Task 3. Listen and choose the correct answer.

1. What is the main topic of this text?
A. How to make animated videos for school
B. Different presentation tools and their features
C. Why PowerPoint is better than other tools
D. How to create a website with slides

2. What can you do with Powtoon?
A. Edit photos and create posters
B. Jump between different parts of a presentation
C. Present with animated characters and storytelling
D. Save your work automatically on any device

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3. What is a problem with Powtoon?
A. It is very expensive to use
B. It has limited styles available
C. You need a special account to use it
D. It is very slow and hard to use

4. Why do some people not like Prezi?
A. It does not have enough animation
B. It is only available online
C. The flying objects and movements make them feel sick
D. It is too simple for big presentations

5. What is Prezi best for?
A. People who need to jump between different parts of a presentation
B. People who want to add photos to their slides
C. People who need a simple and free tool
D. People who want to tell a story from start to finish

6. What is a good thing about Google Slides?
A. It has many special effects and unique design tools
B. It saves your presentation automatically
C. You do not need an account to use it
D. It works well for making posters

7. What is a problem with Google Slides?
A. It does not have any fonts or themes
B. You cannot use it on a phone or tablet
C. It has a limited choice of effects
D. It is not free to use

8. What kind of tool is Canva?
A. A tool for making animated video clips
B. A tool for zooming presentations
C. A graphical tool for design and photo editing
D. A tool for advanced business presentations

9. What is a problem with Canva?
A. Some special features are not free
B. It is very difficult to learn and use
C. It does not have any templates
D. It is too slow for most computers

10. What is true about Ludus?
A. It is a simple tool for beginners
B. It is great for fast business presentations
C. It is advanced software for creative professionals
D. It is the most popular presentation tool

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