

Name:

Roll No:

Class: Section:

Date:

MORE ON LIBREOFFICE IMPRESS

Chapter-3

A. Circle the correct option.

1. A presentation is made up of several (slides / pages).
2. (Impress / Writer) is a very useful software which is used to create presentations.
3. A (template / slide) is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. Audio option is present under the (Insert / File) menu.
5. You (can / cannot) customize the existing themes or build your own themes.

B. Complete the sentences.

1. Transition determines how your presentation moves from
2. Animations can be used in Impress to make a presentation more
3. The Slide Show menu will let you set up how your show will
4. Press F5 key to start the slide show
5. Press Shift + F5 keys to start the slide show

C. Number the steps to add video to the presentation.

- ☐ 1. Navigate and select the video file to be inserted and click on the **Open** button.
- ☐ 2. Click on the **Insert** menu.
- ☐ 3. Click on the button in the **Media Playback** section of **Properties** panel to preview the video.
- ☐ 4. Select the **Audio** or **Video** option.