

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## WORKING WITH PRESENTATION

### Chapter-4

#### 1. Tick (✓) the correct option.

- (a) Which of the following is a systematic way to display information that includes pictures, texts, graphics, audio, videos and animated objects?
- |                    |                          |               |                          |
|--------------------|--------------------------|---------------|--------------------------|
| (i) Workbook       | <input type="checkbox"/> | (ii) Document | <input type="checkbox"/> |
| (iii) Presentation | <input type="checkbox"/> | (iv) Painting | <input type="checkbox"/> |
- (b) Which of the following is an individual electronic 'page' of a presentation?
- |               |                          |            |                          |
|---------------|--------------------------|------------|--------------------------|
| (i) Sheet     | <input type="checkbox"/> | (ii) Page  | <input type="checkbox"/> |
| (iii) Section | <input type="checkbox"/> | (iv) Slide | <input type="checkbox"/> |
- (c) Which of the following is the hard copy of pages or slides of a presentation?
- |               |                          |                   |                          |
|---------------|--------------------------|-------------------|--------------------------|
| (i) Handouts  | <input type="checkbox"/> | (ii) Outlines     | <input type="checkbox"/> |
| (iii) Masters | <input type="checkbox"/> | (iv) All of these | <input type="checkbox"/> |
- (d) Which of the following are required as a reference to help the demonstrator while giving a presentation?
- |                     |                          |                    |                          |
|---------------------|--------------------------|--------------------|--------------------------|
| (i) Speaker's Notes | <input type="checkbox"/> | (ii) Outlines      | <input type="checkbox"/> |
| (iii) Handouts      | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (e) Which of the following contains thumbnails of the slides of a presentation in sequence of display?
- |                   |                          |                |                          |
|-------------------|--------------------------|----------------|--------------------------|
| (i) Task Pane     | <input type="checkbox"/> | (ii) Menu Bar  | <input type="checkbox"/> |
| (iii) Slides pane | <input type="checkbox"/> | (iv) Workspace | <input type="checkbox"/> |
- (f) The ..... menu have options to insert new slides and different types of contents.
- |              |                          |           |                          |
|--------------|--------------------------|-----------|--------------------------|
| (i) Insert   | <input type="checkbox"/> | (ii) File | <input type="checkbox"/> |
| (iii) Format | <input type="checkbox"/> | (iv) View | <input type="checkbox"/> |

#### 2. Fill in the blanks.

- (a) ..... refers to the basic look or the frame of type of slide in which contents can be added.
- (b) The ..... toolbar contains various options/tools which help in inserting shapes, lines, text, etc. in the opened slides/presentation.
- (c) The Slide Layout and Slide Design buttons are found on the ..... toolbar.
- (d) The ..... option helps to make presentation with the use of the existing designs.