Worksheet
2

WORKING WITH PRESENTATION

Chapter-4

1.   Write short notes on the following:
   (a)   Handout View
   (b)   Notes View
   (c)   Slide Show
   (d)   Template

2.   Identify the correct tool/option to do the following task:
   (a)   To display each slide in full screen one by one.
   (b)   To view more than one slide in a small size on the screen.
   (c)   To display the slides of a presentation in the miniature format.
   (d)   To apply background design to a slide.
   (e)   To automatically check the spellings and grammatical mistakes in the text of a presentation.
   (f)   To move to other slides or move between open files.
   (g)   To view the slides in magnified form.
   (h)   To insert a spreadsheet chart in the Slide.
   (i)   To create and edit hyperlinks.
   (j)   To copy the steps of formatting done to the selected text in order to apply the same type of formatting at other place.

3.   Answer the following questions:
   (a)   What is a presentation?
   (b)   What is a watermark?
   (e)   What are header and footer?
   (f)   What is the use of View menu?
   (g)   What is 'Slide Pane'?
   (h)   What is the difference between Slides Pane and Tasks Pane?

4.   Application Based Question.
   Rakesh was given a presentation which had a slide whose text was in Times New Roman Font, and font size 12. His teacher asked him to change it to Arial Black with font size 14. How can he accomplish this task.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....