Worksheet 1

Name: ....

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

Date: ....

EFFECTS IN PRESENTATION

1. Tick (✓) the correct option.

(a) Which of the following options of Insert menu is used to add an image on a slide?

    (i) Object ☐   (ii) Movie and Sound ☐

    (iii) Picture ☐   (iv) Chart ☐

(b) Which of the following are the statistical representation of data?

    (i) Tables ☐   (ii) Charts ☐

    (iii) Images ☐   (iv) None of these ☐

(c) Which of the following feature enables to set timings between the display of the content or objects of the slides and also enables to apply different whirling effects to animate the object?

    (i) Custom Animation ☐   (ii) Table ☐

    (iii) Transition ☐   (iv) Slide Show ☐

(d) .... enables to set the style of display of the slides during the entry of the presentation.

    (i) Animation ☐   (ii) Transition ☐

    (iii) Grouping ☐   (iv) None of these ☐

(e) Which of the following views enables to add reference to the slides in a presentation?

    (i) Handout ☐   (ii) Print ☐

    (iii) Notes ☐   (iv) Slide Show ☐

(f) Which feature do you use to set a varying time for slides to be displayed before changing to the next slide?

    (i) Rehearse Timings ☐   (ii) Duration ☐

    (iii) Speed ☐   (iv) Mode ☐

2. Fill in the blanks:

(a) .... are thumbnails of all the slides printed together.

(b) By default, thumbnails of .... slides are accommodated in a sheet of A4 size paper.

(c) The shortcut key to print a slide is ....

(d) This process of combining of objects/pictures is known as ....

(e) .... will begin the slide show in the rehearsal mode.

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....