

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EFFECTS IN PRESENTATION

Chapter-5

1. Write short notes on the following:

- (a) Custom Animation
- (b) Slide Transition
- (c) Rehearse Timings
- (d) Grouping Object
- (e) Handouts
- (f) Charts

2. Differentiate between the following:

- (a) Notes view and Handout view
- (b) Slide Transition and Custom Animation

3. Guess who am I?

- (a) I am the shortcut key to print a slide.
- (b) I am an option that is used to combine the pictures and objects on a slide.
- (c) I am a type of animation that visible at the time when text or object enters on a slide.
- (d) I am an option on the standard toolbar that is used to add media and tables.
- (e) I am a menu in which the Movie and Sound option presents.

4. Answer the following questions:

- (a) Write the steps to change the type of a chart.
- (b) Which menu contains the Slide Transition option?
- (c) Define the feature Rehearse Timings? Describe the steps to apply this on slides.
- (d) Explain the concept of slide animations.

5. Application Based Question.

Sonal has created a presentation on 'Computer Applications'. She has forgotten the steps to add pictures in her presentation. Suggest her the steps so that she can complete her presentation.