Worksheet

Name: ....

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

Date: ....

WORKING WITH PRESENTATION

Chapter-4

Class -9

1. Guess who am I?

(a) I am a way of systematic display of information.

(b) I am the hard copy of pages or slides of a presentation that are the supporting documents of the presentation which are given to the viewers.

(c) I am a set of notes are required as reference to help the demonstrator.

(d) I am a miniature or summarized view of all the slides in a presentation.

(e) I am a pane that contains (thumbnail) pictures of the slides of a presentation in sequence of display.

(f) I am the basic look or the frame of type of slide in which contents can be added.

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) A new presentation can also made with the help of existing .... in Impress.

(c) .... is a way of systematic display of data.

(d) .... enables to select picture from a range of existing pictures like: sky, water, marble, leaves, etc.

3. Answer the following questions:

(a) What is a template?

(b) What is normal view of a presentation?

(c) What is slide show?

(d) Write the steps to delete a slide.

(e) What is watermark?

4. Application based questions.

(a) Chirag is creating a presentation in Impress. He wants to add geometry shapes on a slide, but he does not know from where he can create these shapes. Suggest him the toolbar of Impress which helps to his work.

(b) Kanchan is working on a presentation in which she is inserting text on a slide. When she was positioning the text box, she thought of colouring the background of the text box. Suggest the option for doing so.

(c) Sangeeta wants to add the logo of her company on every slide of a presentation which contains 100 slides. She is trying to add logo on every slide manually. Suggest her the best way to do the work quickly.

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....