

Worksheet

Name:

Roll No: Class: Section:

Date:

WORKING WITH PRESENTATION

Unit-5 | Chapter-8

1. Write short notes on:

- (a) Drawing Toolbar
- (b) Presentation toolbar
- (c) Slide Show
- (d) Template

2. Match the following:

- | | |
|----------------------------|---|
| (a) Document as E-Mail | (i) To print a copy of the presentation |
| (b) Export directly as PDF | (ii) To move to other slides or move between open files |
| (c) Print | (iii) To send the active presentation as an e-mail attachment |
| (d) Spelling & Grammar | (iv) To save the current file in Portable Document Format (PDF) |
| (e) Format Paintbrush | (v) To check the spelling of the text contained in the slides |
| (f) Navigator | (vi) 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) Write the steps to change background colour.
- (b) What is template?
- (c) When will you use Handout view?
- (d) What is the use of using Help?
- (e) What is Slide Pane?
- (f) Write any 3 features of Impress.
- (g) What do you understand by speaker's notes?
- (h) Explain Slide Sorter view.
- (i) How can header and footer make presentation more effective?
- (j) What is watermark?