

Worksheet

Name:

Roll No: Class: Section:

Date:

DIGITAL SLIDES

Unit-5 | Chapter-9

1. Write short notes on the following:

- (a) Formatting images
- (b) Zoom in and out
- (c) Shapes
- (d) Custom Animation
- (e) Slide Transition

2. Fill in the blanks.

- (a) Whenever a new presentation starts, it opens with one slide with the layout.
- (b) The slide must be before initiating the 'duplicate' operation.
- (c) The and Paste options are used to copy a slide.
- (d) The Delete and keys are used to delete a slide.

3. Rewrite the given steps to Cut & Paste content in a slide:

- (a) Press 'Ctrl+V' keys from keyboard.
- (b) Place the insertion point on the desired area where content is required to appear.
- (c) The copied text will appear at the insertion point.
- (d) Select the content to be copied and then click the 'Cut' command on Standard toolbar.

4. Answer the following questions:

- (a) What is the use of Shapes?
- (b) Why we do need to group objects?
- (c) Write the steps to delete a slide.
- (d) Write the steps to adjust column width.
- (e) What is Slide Master?
- (f) How can you change the background colour of a slide?
- (g) What is bitmap image?
- (h) How do you apply transition effects to a slide?