

Worksheet

1

Name:

Roll No: Class: Section:

Date:

DIGITAL SLIDES

Unit-5 | Chapter-9

1. Tick (✓) the correct option.

- (a) Which of the following options enables the user to quickly copy and paste a slide with all its content?
- | | | | |
|---------------------|--------------------------|--------------------|--------------------------|
| (i) Duplicate Slide | <input type="checkbox"/> | (ii) Copy Slide | <input type="checkbox"/> |
| (iii) Cut | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (b) Which of the following commands are used to create several slides with the same slide layout or to reuse the slide in the same or another presentation?
- | | | | |
|--------------------|--------------------------|---------------------|--------------------------|
| (i) Cut and Paste | <input type="checkbox"/> | (ii) Copy and Paste | <input type="checkbox"/> |
| (iii) Cut and Copy | <input type="checkbox"/> | (iv) All of these | <input type="checkbox"/> |
- (c) Which of the following is used to adjust the size for viewing a slide?
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Zoom Control Slider | <input type="checkbox"/> | (ii) Zoom Level | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (d) Which of the following is a grid of cells structured in the form of rows and columns?
- | | | | |
|------------|--------------------------|--------------------|--------------------------|
| (i) Slide | <input type="checkbox"/> | (ii) Table | <input type="checkbox"/> |
| (iii) Cell | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (e) Which of the following option contains the pre-downloaded or pre-designed images that can be used in a presentation?
- | | | | |
|--------------|--------------------------|--------------|--------------------------|
| (i) Gallery | <input type="checkbox"/> | (ii) Picture | <input type="checkbox"/> |
| (iii) Shapes | <input type="checkbox"/> | (iv) Table | <input type="checkbox"/> |
- (f) Which of the following is used to combine different objects together to display as a single object?
- | | | | |
|--------------|--------------------------|-----------------|--------------------------|
| (i) Grouping | <input type="checkbox"/> | (ii) Ungrouping | <input type="checkbox"/> |
| (iii) Motion | <input type="checkbox"/> | (iii) Motion | <input type="checkbox"/> |

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 move a slide.
- (d) The Delete and keys are used to delete a slide.
- (e) key combination is used to create a new presentation.
- (f) The view enables to prepare a hard copy or summary of the presentation.