

# Worksheet

Name: .....

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

Date: .....

## GOOGLE APPS

### Chapter-5

#### A. Answer the following questions.

1. What are Google slides? Write any 2 features of Google slides.

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2. Write the steps to create a Youtube account.

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#### B. Number the steps to share a Google sheet.

- ☐ Enter the email address(es) of the people with whom you want to share the spreadsheet in the box. Or you can copy the link if you do not know the email address.
- ☐ Click on the Send button to share the file.
- ☐ Assign permission levels by clicking on the Settings button.
- ☐ Click on the Share button from the top-right corner of the spreadsheet. The Share with people and groups pop-up box appears.
- ☐ Type a message for the receiver in the Message box.
- ☐ Click on the status of the receiver. You can choose from Editor, Viewer or Commenter.

#### C. Fill in the blanks.

1. Share icon is used to generate a link of the document to ..... and ..... access.
2. Hybrid and Satellite are the two kinds of ..... views.
3. When working ....., changes made to the Google docs are saved .....