

Worksheet

1

Name:

Roll No: Class: Section:

Date:

DIGITAL PRESENTATION

Unit-5 | Chapter-8

1. Tick (✓) the correct option.

- (a) Which of the following is a systematic way to display information that includes pictures, texts, graphics, audio, videos and animated objects?
- | | | | |
|--------------------|--------------------------|---------------|--------------------------|
| (i) Workbook | ☐ | (ii) Document | ☐ |
| (iii) Presentation | ☐ | (iv) Painting | ☐ |
- (b) Which of the following is an individual electronic 'page' of a presentation?
- | | | | |
|---------------|--------------------------|------------|--------------------------|
| (i) Sheet | ☐ | (ii) Page | ☐ |
| (iii) Section | ☐ | (iv) Slide | ☐ |
- (c) Which of the following is the hard copy of pages or slides of a presentation?
- | | | | |
|---------------|--------------------------|-------------------|--------------------------|
| (i) Handouts | ☐ | (ii) Outlines | ☐ |
| (iii) Masters | ☐ | (iv) All of these | ☐ |
- (d) Which of the following are required as a reference to help the demonstrator while giving a presentation?
- | | | | |
|---------------------|--------------------------|--------------------|--------------------------|
| (i) Speaker's Notes | ☐ | (ii) Outlines | ☐ |
| (iii) Handouts | ☐ | (iv) None of these | ☐ |
- (e) Which of the following contains thumbnails of the slides of a presentation in sequence of display?
- | | | | |
|-------------------|--------------------------|----------------|--------------------------|
| (i) Task Pane | ☐ | (ii) Menu Bar | ☐ |
| (iii) Slides pane | ☐ | (iv) Workspace | ☐ |
- (f) Which menu contains options to customize the presentation like viewing of slides in a particular sequence, adding transition and animation?
- | | | | |
|------------------|--------------------------|-------------|--------------------------|
| (i) View | ☐ | (ii) Insert | ☐ |
| (iii) Slide Show | ☐ | (iv) Format | ☐ |

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) The group contains various options/tools which help in inserting shapes, lines, text, etc. in the opened slides/presentation.
- (c) The Slide Sorter and Reading View are found on the
- (d) The option helps to make presentation with the use of the existing designs.