

# Worksheet

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Name: .....

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

Date: .....

## DIGITAL PRESENTATION

## Unit-5 | Chapter-8

### 1. Write short notes on:

- |                  |                |
|------------------|----------------|
| (a) Handout View | (b) Notes View |
| (c) Slide Show   | (d) Template   |

### 2. Identify the correct tool/option to do the following task:

- To display each slide in full screen one by one.
- To view more than one slide in a small size on the screen.
- To display the slides of a presentation in the miniature format.
- To apply background design to a slide.
- To automatically check the spellings and grammatical mistakes in the text of a presentation.
- To move to other slides or move between open files.
- To view the slides in magnified form.
- To insert a spreadsheet chart in the Slide.
- To create and edit hyperlinks.
- 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:

- What is a presentation?
- What is a watermark?
- What are header and footer?
- What is the use of Slide Tab?
- What is 'Slide Pane'?
- What is the difference between Slides Pane and Tasks Pane?
- What are placeholders?
- Enlist some features of PowerPoint.
- What do you understand by workspace?
- In how many modes the presentation can be viewed? Enlist them.
- How can we close a presentation?
- List the names of different presentation package.