

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL SLIDES

Unit-5 | Chapter-9

1. Write short notes on the following:

- Table
- Moving a slide
- Shapes
- Animation
- Slide Transition
- Ungrouping

2. Guess who am I?

- I enable the user to quickly copy and paste slide with all its content.
- I contain the pre-downloaded or pre-designed images that can be used in a presentation.
- I am the process of combining of objects/pictures.
- I enable to set the style of display of the slides during the entry of the presentation.
- I am an option used to add animation on a slide.
- I am a toolbar used to draw shapes on a slide.
- I am the effect applied when a slide changes to another during on-screen presentation or slide show.

3. Arrange the Jumble Steps and Rewrite to copy and paste content in a slide:

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

4. Answer the following questions:

- What is the use of the Zoom Control Slider?
- Explain the types of animation effect available in Custom Animation.
- Write the steps to rename a slide.
- Write the steps to add an image from file.
- What is a Slide Master?
- Name any three image file formats that can be inserted in a presentation.