

Worksheet

Name:

Roll No: Class: Section:

Date:

DIGITAL PRESENTATION

Unit-5 | Chapter-8

1. Write short notes on:

- (a) Title bar
- (b) Workspace
- (c) Slide Show
- (d) Template
- (e) Header and Footer

2. Match the following:

- | | |
|-----------------------|---|
| (a) Reading View | (i) displays the slides of a presentation in the miniature format which is without backgrounds, colours, graphics, etc. |
| (b) Outline View | (ii) the user can view more than one slide in a small size on the screen. |
| (c) Normal View | (iii) the slides are displayed in a reduced form on top of the page. |
| (d) Notes Page View | (iv) a blank slide appears on the workspace. |
| (e) Slide Sorter View | (v) to see how a presentation will run as a slide show. |

3. Answer the following questions:

- (a) Write the steps to change background colour.
- (b) What is template?
- (c) When will you use Handout view?
- (d) What is the use of header and footer?
- (e) What is Slide Pane?
- (f) Write any 3 features of PowerPoint.
- (g) What do you understand by speaker's notes?
- (h) Explain Slide Sorter view.
- (i) How can header and footer make presentation more effective?
- (j) Write the steps to save a presentation in pdf.