

# Worksheet

Name: .....

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

Date: .....

## DIGITAL SLIDES

## Unit-5 | Chapter-9

### 1. Write short notes on the following:

- (a) Formatting images
- (b) Zoom in and out
- (c) Shapes
- (d) Custom Animation
- (e) Slide Transition

### 2. Fill in the blanks.

- (a) Whenever a new presentation starts, it opens with one slide with the ..... layout.
- (b) The slide must be ..... before initiating the 'duplicate' operation.
- (c) The ..... and Paste options are used to copy a slide.
- (d) The Delete and ..... keys are used to delete a slide.

### 3. Rewrite the given steps to Cut & Paste content in a slide:

- (a) Press 'Ctrl+V' keys from keyboard.
- (b) Place the insertion point on the desired area where content is required to appear.
- (c) The copied text will appear at the insertion point.
- (d) Select the content to be copied and then click the 'Cut' command from the Clipboard group..

### 4. Answer the following questions:

- (a) What is the use of Shapes?
- (b) Why we do need to group objects?
- (c) Write the steps to delete a slide.
- (d) Write the steps to adjust column width.
- (e) What is Slide Master?
- (f) How can you change the background colour of a slide?
- (g) Write the steps to ungroup object in PowerPoint.
- (h) How do you apply transition effects to a slide?