

## Worksheet

1

Name: .....

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

Date: .....

**MORE ON LIBREOFFICE IMPRESS****Chapter-3****A. Circle the correct option.**

1. A presentation is made up of several (slides / pages).
2. (Impress / Writer) is a very useful software which is used to create presentations.
3. A (template / slide) is a set of predefined layouts that can be used to add a professional touch to your presentations.
4. Audio option is present under the (Insert / File) menu.
5. You (can / cannot) customize the existing themes or build your own themes.

**B. Complete the sentences.**

1. Transition determines how your presentation moves from .....
2. Animations can be used in Impress to make a presentation more .....
3. The Slide Show menu will let you set up how your show will .....
4. Press F5 key to start the slide show .....
5. Press Shift + F5 keys to start the slide show .....

**C. Number the steps to add video to the presentation.**

- ☐ 1. Navigate and select the video file to be inserted and click on the **Open** button.
- ☐ 2. Click on the **Insert** menu.
- ☐ 3. Click on the button in the **Media Playback** section of **Properties** panel to preview the video.
- ☐ 4. Select the **Audio** or **Video** option.