

Worksheet

Name:

Roll No: Class: Section:

Date:

INNOVATION IN POWERPOINT

Chapter-4

A. Read the clues and answer the following:

1. I am a visual representation of information and ideas through graphics, lists and design which contain text.

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2. I am a process of combining two or more colors.

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3. It is a set of predefined layouts that can be used to add a professional touch to your presentations.

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4. This tab in PowerPoint provides a variety of options for designing and formatting a presentation.

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5. It determines how your presentation moves from one slide to the next.

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B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Transition can be used in PowerPoint to make a presentation more interesting.

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2. The Format tab will let you set up how your show will progress.

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3. We cannot move to the next slide during the slide show by clicking the mouse.

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4. We cannot start the slide show from the current slide.

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C. Name three slide transition effects:

1.
2.
3.