

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL PRESENTATION

Unit-5

1. Write short notes on:

- | | |
|------------------|--------------------|
| (a) Handout View | (b) Moving a slide |
| (c) Slide Show | (d) Animation |
| (e) Notes View | (f) 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.

3. Identify the correct tool/option to do the following task:

- To automatically check the spellings and grammatical mistakes in the text of a presentation.
- To move to other slides or move between open files.
- To create and edit hyperlinks.
- To copy the steps of formatting done to the selected text in order to apply the same type of formatting at other place.

3. Answer the following questions:

- What is the use of the Zoom Control Slider?
- What is a watermark?
- Write the steps to rename a slide.
- Write the steps to add an image from file.
- What are header and footer?
- What is the use of View menu?
- Name any three image file formats that can be inserted in a presentation.