

Worksheet

1

Name:

Roll No: Class: Section:

Date:

DIGITAL PRESENTATION

Unit-5

1. Tick (✓) the correct option.

- (a) Which of the following is a systematic way to display information that includes pictures, texts, graphics, audio, videos and animated objects?
- | | | | |
|--------------------|--------------------------|---------------|--------------------------|
| (i) Workbook | ☐ | (ii) Document | ☐ |
| (iii) Presentation | ☐ | (iv) Painting | ☐ |
- (b) Which of the following commands are used to create several slides with the same slide layout or to reuse the slide in the same or another presentation?
- | | | | |
|--------------------|--------------------------|---------------------|--------------------------|
| (i) Cut and Paste | ☐ | (ii) Copy and Paste | ☐ |
| (iii) Cut and Copy | ☐ | (iv) All of these | ☐ |
- (c) Which of the following is the hard copy of pages or slides of a presentation?
- | | | | |
|---------------|--------------------------|-------------------|--------------------------|
| (i) Handouts | ☐ | (ii) Outlines | ☐ |
| (iii) Masters | ☐ | (iv) All of these | ☐ |
- (d) Which of the following is a grid of cells structured in the form of rows and columns?
- | | | | |
|------------|--------------------------|--------------------|--------------------------|
| (i) Slide | ☐ | (ii) Table | ☐ |
| (iii) Cell | ☐ | (iv) None of these | ☐ |
- (e) Which of the following option contains the pre-downloaded or pre-designed images that can be used in a presentation?
- | | | | |
|--------------|--------------------------|--------------|--------------------------|
| (i) Gallery | ☐ | (ii) Picture | ☐ |
| (iii) Shapes | ☐ | (iv) Table | ☐ |
- (f) The menu have options to insert new slides and different types of contents.
- | | | | |
|--------------|--------------------------|-----------|--------------------------|
| (i) Insert | ☐ | (ii) File | ☐ |
| (iii) Format | ☐ | (iv) View | ☐ |

2. Fill in the blanks.

- (a) refers to the basic look or the frame of type of slide in which contents can be added.
- (b) The toolbar contains various options/tools which help in inserting shapes, lines, text, etc. in the opened slides/presentation.
- (c) The Slide Layout and Slide Design buttons are found on the toolbar.
- (d) The Delete and keys are used to delete a slide.
- (e) key combination is used to create a new presentation.
- (f) The view enables to prepare a hard copy or summary of the presentation.