

# Worksheet

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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.
- I allow the user to give a name and create a file with the same name.

#### 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.
- To place the picture in the current slide.
- To set the default look of your slide.

#### 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.
- Explain the working with slide master.