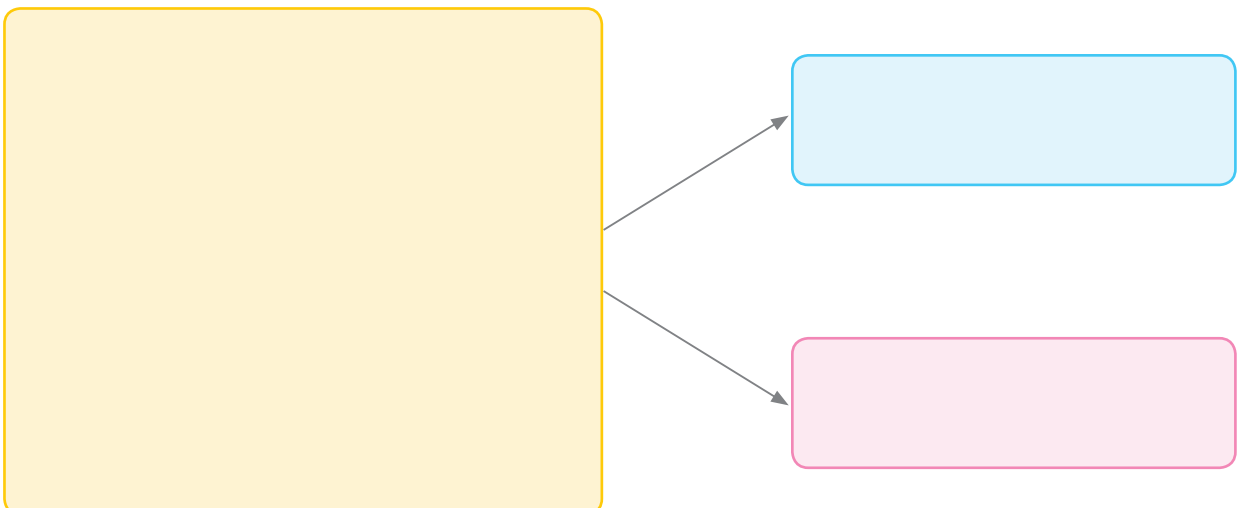


WORKSHEET

4

1. Name the different elements that you can insert using the Title and Content layout.

2. What is Video Clip used for? In this respect state the two method of starting a clip.



3. What are the different animation effects that you can use through Add Effect Button?

4. Choose the correct answer:

a) To apply slide transition select an appropriate slide transition from:

- | | | | |
|-----------------------------------|--------------------------|----------------------|--------------------------|
| i) Transition to This Slide group | <input type="checkbox"/> | ii) Animations group | <input type="checkbox"/> |
| iii) Preview group | <input type="checkbox"/> | iv) All of the above | <input type="checkbox"/> |

b) The easiest way of rearranging the order of the slides is to use:

- | | | | |
|-----------------------------|--------------------------|--------------------|--------------------------|
| i) Remove transition | <input type="checkbox"/> | ii) Drag and Drop | <input type="checkbox"/> |
| iii) Apply Slide transition | <input type="checkbox"/> | iv) Insert Bullets | <input type="checkbox"/> |

c) In the Bullets and Numbering dialog box click on _____ button to insert a picture as a bullet.

- | | | | |
|--------------|--------------------------|-----------------------|--------------------------|
| i) Symbol | <input type="checkbox"/> | ii) Number | <input type="checkbox"/> |
| iii) Picture | <input type="checkbox"/> | iv) None of the above | <input type="checkbox"/> |

d) A list of items that is preceded by a symbol to introduce itself is called:

- | | | | |
|--------------------|--------------------------|---------------------------|--------------------------|
| i) Animations List | <input type="checkbox"/> | ii) Slide Transition List | <input type="checkbox"/> |
| iii) Numbered List | <input type="checkbox"/> | iv) Bulleted List | <input type="checkbox"/> |

e) To insert a movie clip which group under the Insert tab is used:

- | | | | |
|------------------|--------------------------|------------|--------------------------|
| i) Illustrations | <input type="checkbox"/> | ii) Tables | <input type="checkbox"/> |
| iii) Media Clips | <input type="checkbox"/> | iv) Text | <input type="checkbox"/> |

5. Fill in the blanks with the given words:

Slide Transition
Delete
Clip Art

Animating
Automatically
When Clicked

Shift
Insert
Animations

Media Clips
Text box

- a) Either _____ or _____ are the two options you need to specify when you insert a sound clip.
- b) The Sound button is present on the _____ group of the Insert tab.
- c) _____ slides involves movement of objects in a slide.
- d) _____ is applied when one slide moves to another slide during Slide Show.
- e) Click on the Custom Animation button present on the _____ tab to create customise animations.
- f) A bunch of predrawn pictures and symbols is called _____.
- g) The Table button is present in the _____ tab.
- h) A _____ is used to insert text into a slide.
- i) To remove a selected slide the _____ key is used in the keyboard.
- j) To select multiple slides which are present serially _____ key is used.

6. State whether True(T) or False(F):

- a) You cannot perform animation on a slide in PowerPoint. ☐
- b) The **New Slide** button is present on the **Page Layout** tab. ☐
- c) The **Table** button is present in the **Insert** tab of PowerPoint. ☐
- d) You can try different **Picture Styles** with a picture in PowerPoint. ☐
- e) Bulleted List can be performed with a sound file. ☐
- f) You can revert back to Normal view using the **View** tab. ☐
- g) A Numbered list is a list using pictures and symbols. ☐

- h) The Sound button of the **Media Clips** group is present on the Home tab. ☐
- i) The table style option is present on the **Table Tools Design** tab. ☐
- j) A Chart is an element in the **Title and Content** layout that gives a pictorial representation of statistical data for comparison. ☐

7. Match the Columns:

a) ClipArt



b) Movie Clip



c) Picture



d) SmartArt graphics



e) Table



f) Chart

