

National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 9: Creating Presentation
Worksheets-9

1. What is the purpose of slide sorter view in the presentation software?
2. Write the shortcut keys for the below mentioned activities:
 - a. Slide show
 - b. New slide
 - c. Insert hyperlink
 - d. Slide show from current slide
3. Ayush wants to insert different shapes in his presentation. Suggest him the steps he has to do for inserting different shapes in the presentation.
4. Reena is working on the presentation for her school project. She wishes to link her school website in her presentation. Write the steps for inserting hyperlink in the presentation.
5. Once you have designed the presentation, what step will you use for presenting it to the audience?
6. How will you insert slide numbers and date in the presentation?
7. Kamakshi is trying to take the print out of the presentation. She wishes to take the print out of 3 slides per page. Mention the steps for taking the print out of 3 slides in one page.
8. Sourav has to create a presentation on the topic “Disaster Management”. He collected the relevant pictures and data about the topic. Suggest the steps for inserting the pictures and data in the presentation.
9. Varun has to present his presentation in the class. He wants to add some notes about the topic in the presentation itself. What steps he has to take now for adding notes in the presentation?
10. Mention the steps for applying animation and transition effects to the presentation.