

Chapter 2

WORKSHEET

I. Tick (✓) the correct option:

1. To set a time interval to automatically move to the next slide in the presentation is called

(a) Animation (b) Transition

(c) Slide Timings (d) Recording

2. _____ are visually appealing motion effects used while switching from one slide to another in a presentation.

(a) Value axes (b) Transition effects

(c) Chart titles (d) None of these

3. _____ is the ability to move objects like text, pictures, charts, etc., in any direction in a slide show through special effects.

(a) Animation (b) Transition effects

(c) Both (a) and (b) (d) None of these

4. Which of the following is not usually done in PowerPoint?

(a) Adding sound

(b) Doing calculations

(d) Reordering slides

(c) Applying animations

5. Which of the following is not an option of playback?

(a) Volume (b) Start

(c) Rewind after playing (d) Add Effect

II. State whether the following statements are True (T) or False (F).

1. Animation effects are applied in order to switch from one slide to another seamlessly. _____
2. The ability to move objects is known as transition effects. _____
3. PowerPoint is generally used for typing and editing text. _____
4. We can control how effects are applied on an object present on a slide. _____
5. If you want all the slides to use the same transition speed, click the apply to all options. _____