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INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP      DATE:-31.05.2020 (SUNDAY)

### **UNIT 3: DIGITAL PRESENTATION(INTERMEDIATE)**

#### **Fill in the blanks:**

1. \_\_\_\_\_ Effects can help in increasing audience's interest during a presentation.
2. A \_\_\_\_\_ is the visual motion when one slide changes to the next during a presentation.
3. The list of transition effects will be available under \_\_\_\_\_ tab.
4. Transition effects are available in \_\_\_\_\_ group under the animation tab.
5. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ are some transition effects available in a presentation software.

#### **Perform the following activities:**

1. Insert a table in a presentation using insert and Layout tab
2. Change the design and format of a table in a presentation
3. Import a table from another application
4. Open a new file. Try inserting the table given in this exercise with multiple rows and columns and also use different pre-defined styles by using the *Table Styles* option under *Design* tab.

**RAUSHAN DEEP**

PGT (IT)  
31.05.20XX