



Department of Education, Sabaragamuwa/weekly school

week- April 1





Subject-General Information Technology

Grade-12

Prepared by -
Zonal Education Office, Rathnapura.

Answer the following questions.

1. Write down two characteristics that should contain in a quality presentation.
2. Write two multimedia forms for a presentation.
3. Write a file extension which is used in a file name of an electronic presentation.
4. Match A and B.

	A	B
1.		A.The view which is used to create presentations
2.		B.Permits to make the slides respectively.
3.		C.Here, all the things can be read clearly.
4.		D.Uses to present a presentation to the audience

5. Write down the function of the short cut keys given below.

Shortcut keys	Function
CTRL + C	
CTRL + V	
CTRL + S	
CTRL + O	
CTRL + X	
CTRL + N	