

Name:

Roll No:

Class: Section:

Date:

FORMATTING A PRESENTATION

Chapter-3

A. Tick (✓) the correct option.

1. Which of these is not available in the Variants group?
 a. Colors ☐ b. Designs ☐ c. Effects ☐
2. Which of these is not an option in background fill effect?
 a. Liquid ☐ b. Solid ☐ c. Gradient ☐
3. PowerPoint has SmartArt graphics.
 a. Six ☐ b. Seven ☐ c. Eight ☐
4. Which of the following group does not appear under the Design tab of SmartArt Tools?
 a. Create Graphic ☐ b. Shape Styles ☐ c. Layouts ☐

B. Answer the following questions:

1. What is SmartArt Graphic?

2. Write steps to change the background of a slide.

3. Write the main uses of Slide Master.

