TOUCHPAD®
Computer Textbook Series

ORANGE™

## INNOVATION IN POWERPOINT

**Chapter-4**

**A.  Write 'T' for true and 'F' for false.**

1.  You cannot modify themes in PowerPoint.  .............

2.  Slide Master is used to format font type and size.  .............

3.  Theme effects changes the text of the slide.  .............

4.  Ctrl+Z is used to close the Slide Master view.  .............

5.  The Slide Master is used to create the default layout and appearance of the slides in the presentation.  .............

**B.  Fill in the blanks using the hints given below:**

**Hints:** Insert, Format, Gradient, Theme

1.  The ..................... is used to create the default layout and appearance of the slides in the presentation.

2.  The ..................... option fills the background of your slide with two or more colors.

3.  You can insert a SmartArt from the ..................... tab.

4.  The ..................... tab has the tools to edit and design the shapes in the SmartArt.

**C.  Guess who am I?**

1.  I change the layout of the presentation.  .............

2.  I provide the themes for presentation.  .............

3.  I add pattern in the background.  .............

4.  I provide option to change the font color and size.  .............

Touchpad PRIME (Version 2.0)-V

Grade: ☆ ☆ ☆ ☆ ☆          Teacher's Signature: ..........................