

Name:

Roll No:

Class: Section:

Date:

ENHANCING A PRESENTATION

Chapter-5

A. Tick (✓) the correct option.

- Which of the following is not an alignment in PowerPoint?
 a. Right ☐ b. Justify ☐ c. Justify Centre ☐
- Which of these is used to create the default layout and appearance of the slides in the presentation?
 a. Theme ☐ b. Slide Master ☐ c. Design ☐
- Which of the following option is used to change the background of a theme?
 a. Color ☐ b. Background Styles ☐ c. Background ☐

B. Write the names of following Action buttons.

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C. Answer the following questions:

- What do you mean by Alignment? Write the steps to align text.

- Write three things which you should keep in mind while enhancing the look of a presentation.

- When should Slide Master be used in a Presentation?

