

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## PRESENTATION—VISUAL EFFECTS

### Chapter-5

#### A. Tick (✓) the correct option.

- Which of the following is not an alignment in PowerPoint?  
 a. Right ☐      b. Justify ☐      c. Justify Centre ☐
- ..... in PowerPoint 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:

-     .....
-     .....
-     .....
-     .....

#### 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?  
 .....  
 .....