

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## FORMATTING IN POWERPOINT

### Chapter-3

#### A. Tick (✓) the correct option.

- ..... can be defined as a combination of two or more colours mixing into each other.
 

a. Texture	<input type="checkbox"/>	b. Picture	<input type="checkbox"/>	c. Gradient	<input type="checkbox"/>
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- The shapes command is present under
 

a. Illustration Group	<input type="checkbox"/>	b. Paragraph Group	<input type="checkbox"/>	c. Editing Group`	<input type="checkbox"/>
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- A quick way to make a presentation in PowerPoint is by using
 

a. Samples	<input type="checkbox"/>	b. Templates	<input type="checkbox"/>	c. Themes	<input type="checkbox"/>
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- A text style that can be applied to the text to make a presentation more attractive.
 

a. WordArt	<input type="checkbox"/>	b. Pictures	<input type="checkbox"/>	c. Texture	<input type="checkbox"/>
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#### B. Write 'T' for true and 'F' for false.

- Apply to All option is used to apply theme to the current slide.
- We can also add online pictures in our PowerPoint Presentation.
- Formatting can be done easily in PowerPoint to make presentation more attractive.

#### C. Match the following.

- |                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| 1. Templates         | a. gradient or texture fill                                                           |
| 2. WordArt           | b. Ensures a better flow and understanding of ideas in a presentation                 |
| 3. Format Background | c. Well-developed presentation                                                        |
| 4. Shapes            | d. a text style that can be apply to the text to make a presentation more attractive. |