

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING IN POWERPOINT

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following is not a SmartArt?

a. Cycle ☐ b. Slide ☐ c. Pyramid ☐

2. Themes group is present under tab.

a. Design ☐ b. Insert ☐ c. View ☐

3. Shortcut key to create a new presentation is

a. Ctrl + P ☐ b. Ctrl + M ☐ c. Ctrl + N ☐

B. Rearrange the letters.

1. EMTES

2. SDELI SRETMA

3. DEINTGRA

4. TRASMART

5. RENPATT

C. Answer the following questions.

1. What is SmartArt Graphic?

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

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