

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING A PRESENTATION

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following is not a SmartArt?

a. Cycle ☐ b. Slide ☐ c. Pyramid ☐

2. Under which tab, Themes group is present?

a. Design ☐ b. Insert ☐ c. View ☐

3. What is the shortcut key to create a new presentation?

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

B. Rearrange the letters to get the correct word.

1. EMTSES

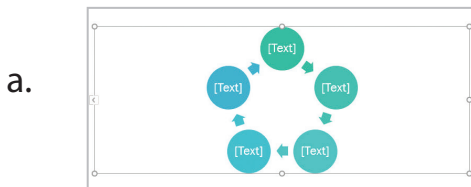
2. SDELI SRETMA

3. DEINTGRA

4. TRASMART

5. RENPATT

C. Identify the following pictures and write their names.



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D. Name three slide transition effects.

1.

2.

3.