

# Worksheet

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Name: .....

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

Date: .....

## FORMATTING A PRESENTATION

### Chapter-3

#### A. Write 'T' for true and 'F' for false.

1. You cannot modify themes in PowerPoint. ....
2. Slide Master is used to format font type and size. ....
3. The way one slide follows the other on the screen in a presentation .....  
is called transition.
4. Animations are special visual effects that you add to text and .....  
different objects on a slide.
5. The Slide Master is used to create the default layout and appearance .....  
of the slides in the presentation.

#### B. Fill in the blanks using the hints given below:

**Hints:** subtle, slide transition, motion paths, entrance, smartart

1. .... transition effects are very simple and basic.
2. .... refers to the continuous appearance of slides one after another.
3. .... animation effect is used to move the object on a specific path.
4. .... category has effects that control the entry of an object.
5. .... is a tool used to visualize ideas through graphics.

#### C. Guess who am I?

1. I change the layout of the presentation. ....
2. I provide the themes for presentation. ....
3. I control the entry of an object on the slide. ....
4. I provide option to change the font color and size. ....