

# Worksheet

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Name: .....

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

Date: .....

## FORMATTING A PRESENTATION

### Chapter-3

#### A. Tick (✓) the correct option.

- Which of the following is a feature that offers you a quick way of changing the layout of a presentation?
 

a. Template	<input type="checkbox"/>	b. Layout	<input type="checkbox"/>	c. Themes	<input type="checkbox"/>
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- Where is the Themes group located?
 

a. Home tab	<input type="checkbox"/>	b. Insert tab	<input type="checkbox"/>	c. Design tab	<input type="checkbox"/>
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- Which of the following tabs contain the Slide Master tab?
 

a. Views	<input type="checkbox"/>	b. Home	<input type="checkbox"/>	c. Insert	<input type="checkbox"/>
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- Which of the following is not a type of smartart?
 

a. Cycle	<input type="checkbox"/>	b. Matrix	<input type="checkbox"/>	c. None of these	<input type="checkbox"/>
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#### B. Answer the following questions.

- What is SmartArt Graphic?  
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- Write steps to change the background of a slide.  
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- What are the three categories of transition effects?  
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