

# 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"/>
------------	--------------------------	------------	--------------------------	-------------	--------------------------
- The shapes command is present under .....
 

a. Illustration	<input type="checkbox"/>	b. Paragraph	<input type="checkbox"/>	c. Editing`	<input type="checkbox"/>
-----------------	--------------------------	--------------	--------------------------	-------------	--------------------------
- 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"/>
------------	--------------------------	--------------	--------------------------	-----------	--------------------------
- ..... 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"/>
------------	--------------------------	-------------	--------------------------	------------	--------------------------

### 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. |