

Worksheet

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Name:

Roll No: Class: Section:

Date:

FORMATTING IN POWERPOINT

Chapter-3

A. Find the given words in the crossword below.

Formatting, Template, WordArt, Gradient

F	T	R	Y	U	B	J	L	B	V	C	X
O	B	N	H	Y	R	E	S	D	F	W	G
R	G	R	A	D	I	E	N	T	H	O	Z
M	C	G	O	U	T	E	S	F	G	R	B
A	J	G	F	D	R	Y	U	I	O	D	X
T	V	B	H	F	H	J	K	Y	D	A	S
T	T	E	M	P	L	A	T	E	B	R	H
I	T	E	W	T	Y	U	I	O	V	T	N
N	F	W	E	R	T	Y	U	X	V	H	I
G	J	G	F	D	T	U	J	G	D	X	P

B. Answer the following questions.

1. How can we set Data Range for a chart in Excel?

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2. How can we modify background in PowerPoint? What different options are available while modifying the background?

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3. What are Templates? How are they used in PowerPoint?

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4. What is the Rotate command used for?

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