

Worksheet

1

Name:

Roll No: Class: Section:

Date:

PRESENTATION SOFTWARE—SPECIAL EFFECTS

Chapter-5

A. Tick (✓) the correct option.

- Which box helps to insert text in the slides?
 - Slide ☐
 - Placeholder ☐
 - WordArt ☐
- Through which tab, the ready-made templates can be inserted?
 - Insert ☐
 - Design ☐
 - File ☐
- Which tab contains the autoshapes?
 - Shapes ☐
 - Illustrations ☐
 - Insert ☐
- makes the slides look more attractive and colorful.
 - Shapes ☐
 - Templates ☐
 - WordArt ☐

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

Hints: justify, placeholder, format, design

- is a dotted box that holds the text, image, chart, audio etc.
- Themes are present under tab.
- Shape fill command is present under tab.
- alignment aligns the left and right margin.

C. Match the following.

- | | |
|--------------|--|
| 1. ClipArt | a. Set of predefined layouts. |
| 2. WordArt | b. Set of ready-made or auto shapes. |
| 3. Templates | c. Set of ready-made pictures or graphics. |
| 4. Shapes | d. Set of well-developed presentations. |
| 5. Themes | e. Set of text styles. |