

Worksheet

Name:

Roll No: Class: Section:

Date:

ENHANCING A PRESENTATION

Chapter-5

A. Tick (✓) the correct option.

- Which of the following is not an alignment in PowerPoint?
a. Right ☐ b. Justify ☐ c. Justify Centre ☐
- Which of these is used to create the default layout and appearance of the slides in the presentation?
a. Theme ☐ b. Slide Master ☐ c. Design ☐
- Which of the following option is used to change the background of a theme?
a. Color ☐ b. Background Styles ☐ c. Background ☐

B. Write the names of following Action buttons.

- 
- 
- 
- 

C. Answer the following questions:

- What do you mean by Alignment? Write the steps to align text.
.....
.....
- Write three things which you should keep in mind while enhancing the look of a presentation.
.....
.....
- When should Slide Master be used in a Presentation?
.....
.....