

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING EFFECTS IN POWERPOINT 2010

Chapter-6

A. Tick (✓) the correct option.

1. A box that helps to insert text in the slides.

a. Slide

☐

b. Placeholder

☐

c. WordArt

☐

2. You can insert the ready-made templates through tab.

a. Insert

☐

b. Design

☐

c. File

☐

3. Which tab contains the autoshapes?

a. Shapes

☐

b. Illustrations

☐

c. Insert

☐

4. makes the slides look more attractive and colorful.

a. Shapes

☐

b. Templates

☐

c. WordArt

☐

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

Hints: justify, placeholder, format, design

1. is a dotted box that holds the text, image, chart, audio etc.

2. Themes are present under tab.

3. Shape fill command is present under tab.

4. 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.