

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING EFFECTS IN POWERPOINT 2010

Chapter-6

A. Number the steps to change Theme in your presentation.

- ☐ Click the design theme thumbnail when you find one that suits your needs.
- ☐ Place your mouse pointer over any of the theme.
- ☐ Click on the Design tab.
- ☐ The design is reflected immediately on your slide.

B. Write the names of following Action buttons:

1. 
2. 
3. 
4. 

C. Answer the following questions:

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