

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN POWERPOINT

Chapter-3

A. Tick (✓) the correct option.

- can be defined as a combination of two or more colours mixing into each other.

a. Texture	<input type="checkbox"/>	b. Picture	<input type="checkbox"/>	c. Gradient	<input type="checkbox"/>
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- The shapes command is present under

a. Illustration Group	<input type="checkbox"/>	b. Paragraph Group	<input type="checkbox"/>	c. Editing Group	<input type="checkbox"/>
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- is a text style that can be applied to the text to make a presentation more attractive.

a. WordArt	<input type="checkbox"/>	b. Pictures	<input type="checkbox"/>	c. Texture	<input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

- Apply to All option is used to apply theme to the current slide.
- We can also add online pictures in our PowerPoint Presentation.
- Formatting can be done easily in PowerPoint to make presentation more attractive.

C. Match the following.

- | | |
|----------------------|---|
| 1. Templates | a. Gradient or texture fill |
| 2. WordArt | b. Ensures a better flow and understanding of ideas in a presentation |
| 3. Format Background | c. Well-developed presentation |
| 4. Shapes | d. A text style that can be apply to the text to make a presentation more attractive. |