

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING IN POWERPOINT

Chapter-3

A. Tick (✓) the correct option.

1. Adding colorful and attractive pictures to our presentation makes it more

a. Dull ☐ b. Interesting ☐ c. Normal ☐

2. In PowerPoint 2021, you can insert a picture in ways.

a. Two ☐ b. Three ☐ c. Four ☐

3. WordArt is a style that can be applied to the text to make a presentation more attractive.

a. Text ☐ b. Drawing ☐ c. Color ☐

B. Rearrange the letters.

1. EMTHES

2. SDELI SRETMA

3. DEINTGRA

4. TRASMART

5. RENPATT

C. Answer the following questions.

1. What is Gradient fill?

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2. Write steps to modify the background of a slide.

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