

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	☐	d. left	☐
- 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	☐	d. None of these	☐
- Which of the following option is used to change the background of a theme?

a. Color	☐	b. Background Styles	☐
c. Background	☐	d. None of these	☐

B. Define the following components of a chart.

- Chart Title
- Plot Area
- Data Series

C. Answer the following questions:

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