

Worksheet

Name:

Roll No: Class: Section:

Date:

ENHANCING A PRESENTATION

Chapter-4

A. Tick (✓) the correct option.

- Which of the following is not an alignment in PowerPoint?

a. Right	<input type="radio"/>	b. Justify	<input type="radio"/>
c. Justify Centre	<input type="radio"/>	d. left	<input type="radio"/>
- Which of these is used to create the default layout and appearance of the slides in the presentation?

a. Theme	<input type="radio"/>	b. Slide Master	<input type="radio"/>
c. Design	<input type="radio"/>	d. None of these	<input type="radio"/>
- Which of the following option is used to change the background of a theme?

a. Color	<input type="radio"/>	b. Background Styles	<input type="radio"/>
c. Background	<input type="radio"/>	d. None of these	<input type="radio"/>

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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