

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON POWERPOINT 2016

Chapter-3

A. Find six words related to presentation in the given grid.

W	C	L	I	P	A	R	T	I	T
O	S	N	E	A	W	N	C	F	O
R	H	O	T	E	O	D	O	O	D
D	A	C	K	G	R	O	U	N	P
A	P	X	B	R	M	N	U	T	L
R	E	I	N	E	A	T	M	T	M
T	S	O	N	E	A	E	N	E	N
H	T	E	M	P	L	A	T	E	S

B. Answer the following questions:

1. Define Placeholder.

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2. What do you mean by templates?

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3. Name the different types of alignment.

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4. What do you mean by Theme Backgrounds? Write steps to insert a WordArt on the slide.

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