Worksheet

1

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

PRESENTATION SOFTWARE—SPECIAL EFFECTS

Chapter-5

Class -5

A. Tick (✓) the correct option.

1. Which box helps to insert text in the slides?

   a. Slide ☐   b. Placeholder ☐

   c. WordArt ☐   d. Shapes ☐

2. Through which tab, the ready-made templates can be inserted?

   a. Insert ☐   b. Design ☐

   c. File ☐   d. Home ☐

3. Which tab contains the autoshapes?

   a. Shapes ☐   b. Illustrations ☐

   c. Insert ☐   d. Slides ☐

B. Fill in the blanks using the hints given below:

Hints: justify, placeholder, format, design

1. .... is a dotted box that holds the text, image, chart, audio etc.

2. Themes are present under .... tab.

3. Shape fill command is present under .... tab.

4. .... alignment aligns the left and right margin.

C. Match the following:

1. ClipArt   a. Set of predefined layouts.

2. WordArt   b. Set of ready-made or auto shapes.

3. Templates   c. Set of ready-made pictures or graphics.

4. Shapes   d. Set of well-developed presentations.

5. Themes   e. Set of text styles.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....