

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMATTING A PRESENTATION

A. Tick (✓) the correct option.

- Which of the following is a feature that offers you a quick way of changing the layout of a presentation?
a. Template b. Layout c. Themes
- Where is the Themes group located?
a. Home tab b. Insert tab c. Design tab
- Which of the following tabs contain the Slide Master tab?
a. Views b. Home c. Insert
- Which of the following is not a type of smartart?
a. Cycle b. Matrix c. None of these

B. Answer the following questions.

- What is SmartArt Graphic?
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- Write steps to change the background of a slide.
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- What are the three categories of transition effects?
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