

Worksheet

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Name:

Roll No: Class: Section:

Date:

FORMATTING A PRESENTATION

Chapter-3

A. Tick (✓) the correct option.

- Which of these is not available in the Variants group?
a. Colors ☐ b. Designs ☐ c. Effects ☐
- Which of these is not an option in background fill effect?
a. Liquid ☐ b. Solid ☐ c. Gradient ☐
- PowerPoint has SmartArt graphics.
a. Six ☐ b. Seven ☐ c. Eight ☐
- Which of the following group does not appear under the Design tab of SmartArt Tools?
a. Create Graphic ☐ b. Shape Styles ☐ c. Layouts ☐

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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- Write the main uses of Slide Master.
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