



Littera Public School

Ch-3

Class -4. MS PowerPoint: Basic Formatting

A. Choose the correct answer.

1. Text alignment refers to the positioning of the text on the slide.
a) Text alignment b) Image alignment
c) Text size d) None of these
2. The Bullets and numbering feature is used to represent the text in listed form.
a) Points, numbers b) Bullets, points
c) Bullets, numbering d) All of these
3. When a slide is inserted in the presentation, which of the following slide layouts does not contain any object?
a) Title only b) Title Slide
c) Blank d) None of these
4. Presentation themes are found under which tab?
a) Theme b) Design
c) Format d) Insert

B. Fill in the blanks.

Multimedia, Numbering, Hide background graphics, Theme, Bullets

1. A Design Theme can be modified in terms of colours and fonts.
2. Multimedia includes sound, graphics and animation.
3. The Hide background graphics option hides the background image.
4. Bullets are used when there is no particular sequence of text to be followed.
5. Numbering is used for serialized items in a list.

D. Tick (✓) the correct statement and cross (X) out the wrong one.

1. Alignment refers to the positioning of the text on a slide.
2. We can run the slide show from start by pressing Shift + F5.
3. PowerPoint can also be used as a best tool for word processing.
4. Themes help us design a presentation quickly and easily.
5. Most of the text formatting options are found under Home tab.

Hard word:-

1. **Formatting**
2. **Basics**
3. **Slideshare**
4. **Presentation**
5. **Placeholder**

6. **Inserting**
7. **Browse**
8. **Beginning**
9. **Background**
10. **Customize**
11. **Transparency**
12. **Texture**
13. **Highlights**
14. **Horizontal**
15. **Alignment**

C. Answer the following questions.

1. What is design theme in PowerPoint? How do you change a slide background?

Ans. Design themes are some pre-loaded slide design themes in MS PowerPoint that help us in enhancing the overall of the presentation.

The steps to change the background of a slide are-

Step 1- Select the desired slide.

Step 2. Go to **Design** tab “**Customize group**” **Format Background** button. The **Format Background** pane appears on the right of the window.

2. What is a presentation? List 3 examples of presentation application.

Ans. When a topic or idea is presented in an electronic form with multimedia effects (sound, graphic and animation) then it is called presentation. Three popular presentation application are- Microsoft PowerPoint, SlideShare, Wink.

3. How will you insert a text box on the slide in PowerPoint?

Ans. The steps are as follows:-

Step 1. Go to the desired slide.

Step 2. Click on the **Insert** tab.

Step 3. In the **text** group, click the **Text Box** button.

Step 4. Draw the text box by dragging the mouse & type out text.