CHAPTER CONNECT

a. Name the PowerPoint version installed on your computer.

MICROSOFT POWERPOINT 2016

b. Why do we make presentations?

We make Presentations to feel visual look of content.

EVALUATE

A Tick (✓) the correct answer.

1. The Themes group is present on the _____ tab.

   a. Home ☐   b. Insert ☐   c. Design ✓

2. We can change the fill settings of the background with the help of _____ dialog box.

   a. Paragraph ☐   b. Background ☐

   c. Format Background ✓

3. The Format Painter button is present in the _____ group.

   a. Font ☐   b. Tools ☐   c. Clipboard ✓

4. _____ is the special effect in Microsoft PowerPoint that change the appearance of the text.

   a. WordArt ✓   b. Text box ☐   c. Shape ☐

B Fill in the blanks.

1. A _Templates_ provides well-defined outline of a presentation having different styles and colours.

2. A _Theme_ is a combination of colours, fonts, and effects that can be applied to a presentation.

3. Text Shadow button in the Font group add a _Shadow_ to the text in the presentation.

4. _Horizontal_ alignment adjusts the text in the text placeholder with respect to the left and right margins.

5. PowerPoint contains different _Colour Schemes_ for themes of a presentation.

C Write 'T' for true and 'F' for false statement.

1. When you open PowerPoint 2016, a list of various built-in templates to create a new presentation appears. _True_ ☐

2. Themes cannot make your presentation beautiful. _false_ ☐

3. The Variants group is present on the Home tab. _false_ ☐

4. Character Spacing button in the Font group to set the spaces between the lines in a sentence. _false_ ☐

5. You can insert different objects in a placeholder of your presentation. _True_ ☐

D Define the following.

1. Template — _It provide outine of a presentation having different styles and colours._

2. Theme — _combination of colours, fonts and effects that applied to a Presentation_

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3. Vertical alignment   *Adjust text in the placeholder with top/bottom margines.*

4. Text box   *Placeholder in which we can enter and edit text*

5. Shape   *Geometrical figure such as a square, rectangle and triangle!*

CLASS - V - CHAPTER - ⑤ - SPECIAL EFFECTS
IN POWERPOINT 2016

(1) Name the PowerPoint version installed on your computer.

Microsoft PowerPoint 2016

(2) why do we make presentations?

we make presentations to feel visual look of content.

(3) what do you mean by wordArt?

wordArt is the special effects in microsoft PowerPoint that can change the appearance of the text.

(4) what are the steps to apply an already defined theme on your presentation?

To apply a theme in our presentation :-
(a) click design Tab.
(b) click more button on bottom right corner.
(c) select the theme.

(5) write down some formatting options available in PowerPoint 2016?

formatting options available in Powerpoint 2016 :-
(a) font size , color , style .
(b) Bold , Italics and Underlines.
(c) Increase and decrease font size.
(d) Text shadow.
(e) character spacing.
(f) format Painter.

(6) How can you set the line spacing of text in a presentation?

To set line spacing between the lines in a Presentation !-
(a) select the text.
(b) click line spacing button in the Paragraph group on the Home tab.
(c) select the desired spacing option.

(7) what is a text box? How can you insert one in a presentation?

Text Box is a placeholder in which we can enter and edit text.

Steps to add text box in a Presentation :-
(a) click Insert tab.
(b) click Text Box button in the text group.
(c) click on slide then drag to draw a text box.
(d) click inside the box and type text.