



CLASS - V COMPUTER SCIENCE NOTES JULY

Chapter - 3 Formatting a Presentation

A. Tick () the correct option.

1. Which of these is not there in the Variants group?
(a) Colours (b) **Designs** (c) Effects
2. Identify the incorrect background fill effect from the following.
(a) **Liquid** (b) Solid (c) Gradient
3. How many categories of SmartArt graphics does PowerPoint have?
(a) Six (b) Seven (c) **Eight**
4. Which of the following groups does not appear under the Design tab of SmartArt Tools?
(a) Create Graphic (b) **Shape Styles** (c) Layouts
5. Which of these is not a use of Slide Master?
(a) Modify and customise the background
(b) Rearrange the placeholders
(c) **Create notes for the presentation**

B. Fill in the blanks using the given words.

1. You can modify the colors of the Theme by Clicking on **Customise Colors** at the bottom of the colors menu.
2. The **Slide Master** is used to create the default layout and appearance of the slides in the presentation.
3. The **Gradient** option fills the background of your slide with two or more colors.
4. You can insert a SmartArt from the **Insert** tab.
5. The **Reset Graphic** option will undo all the changes you have made to your SmartArt.

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

1. Variants change the overall look of the theme. **F**
2. You cannot change the theme once you have applied it to your presentation. **F**
3. You can add a picture or a texture to the background of a slide. **T**
4. You can edit the shapes in the SmartArt graphic from the Design tab. **T**
5. In SmartArt you add the text by clicking on [Change] in each shape. **F**

D. Answer the following questions.

1. What are the Themes? Explain.

Themes can be defined as a built-in feature in PowerPoint which offers you a quick way of changing the layout and design of the presentation that you have created. Each Themes has its own set of colors, fonts and effects.

2. Explain Slide Master?

Slide Master in PowerPoint creates a default layout and appearance of the slides in the presentation.

3. Explain SmartArt graphics with an example?

SmartArt graphic is a tool to change ordinary text into graphics to make it visually more appealing. For Example, you can use SmartArt graphics to depict processes, hierarchies, relationships and so on.

4. Write the steps to format the background of your slides?

Step 1: Click on **Design** tab -> **Customise** group -> **Format Background**.

Step 2: Click on **Format Background** at the bottom of the menu.

Step 3: A **Format Background** task pane opens on the right side of the window. And you can change the Background of your slides.

E. Write difference between:

1. Themes and Slide Master

Themes	Slide Master
<ol style="list-style-type: none">1. Themes are applied to the Existing Presentations.2. It changes the colors, fonts, effects and back ground styles.	<ol style="list-style-type: none">1. Slide Master creates new Presentations.2. It changes the formatting of the text, such as font, font color of slides.

2. Solid fill and Gradient fill

Solid fill	Gradient fill
<ol style="list-style-type: none">1. Solid fill applies a single color uniformly within the whole object.	<ol style="list-style-type: none">1. Gradient fill applies a continuous blend of two or more colors.