

6. Working with slides

D words

1. Navigation
2. Word Art
3. Clipboard
4. Illustrations
5. Text outline
6. Vertical Alignment
7. Paint brush
8. 3D Rotation
9. Shape effects
10. Stock

Answer the following:

1. Name the different options available in powerpoint to insert a picture.

The three options to insert a picture are:

This device

Stock Images

Online pictures.

2. What is alignment of text in a slide? Name two types of text alignments in a textbox:

Ans Alignment refers to the placement of the text on a slide. The two types are: Vertical and horizontal alignment.

3. What is the use of formatting a text?

Formatting effects to the text can draw the attention of viewers to specific parts of a presentation and emphasise important information.

4. What is the use of word art feature?

Word Art feature helps to create special or decorative text which gives unique look to the text.