

Month : JUNE Ln-2 Super Slides made easy
Std : Presentation Software - Special effects.

D-words.

1. Presentation
2. Software
3. Bold.
4. Slides.
5. Bullets
6. Numbered
7. Justify.
8. Duplicate.
9. Alignment.
10. Sorter.

E. Very short answer questions.

1. What does Ctrl + D do in PowerPoint?

ans. Ctrl + D is used to duplicate the selected object in PowerPoint.

2. Which tab is clicked first to apply a theme in a PowerPoint?

ans. The Design tab is clicked first to apply a theme in a PowerPoint.

3. Which tab helps us to add pictures in PowerPoint?

ans. An Insert tab is used to add pictures in PowerPoint.

4. Which option in PowerPoint helps us to add decorative text?

ans WordArt option in PowerPoint is used to add decorative text.

5. What option in "Text effects" creates Outer light?

ans Glow option in Text effects creates an outer light.

F. Short answer questions.

1. What are the different types of alignments available in PowerPoint?

ans The four types of alignment in PowerPoint are,

- * Left
- * Center
- * Right
- * Justify.

2. What is a theme in PowerPoint?

ans A theme is a ready-made design with matching colours, fonts and layouts to make slides look neat and attractive.

3. How do you add shape in a PowerPoint slide?

ans To add shape in a PowerPoint, Go to the Insert tab → Select "Shapes" → choose a shape → draw it on the slide.

4. What is WordArt in PowerPoint?

ans. The WordArt is a feature that adds stylish effects like glow, shadow etc to the text.

5. How do you preview slides in PowerPoint?

ans To preview slides in PowerPoint, click the "Slide Sorter View" button at bottom-right corner.

G. Competency-Based Questions.

1. You want to make a Presentation on "Save Water", which should look colourful and Professional. Which feature will you apply a Pre-designed slide layout?

ans Theme feature.

2. You are making a birthday invitation slide. You want the title "Birthday Party" to look stylish and colourful. Which feature in the Insert tab will you use?

ans WordArt feature.

3. You want to add a star shape in your Presentation. Which option will you use?

ans Shapes Option.