STD: - 8th (1st Term Exam)

Sub: - Computer

Lesson no- 4 MS PowerPoint: Formatting a presentation

Hard Words:

1. Formatting- To arrange 2. Promoting and demoting- To increase or decease the indent level

3. Layout- The way that something is arranged

Q.1) Fill in the blanks

1) To change the way the elements in a slide appear, select formatting toolbarfrom the format menu.

2) To change thecolours of a slide or the presentation, select colour from the design tab.

3) To change the background of a slide or the presentation, select background style icon from the design tab.

4) To change Title case to lower case, select format menu from the home tab.

Q.2) Identify the parameter that is changed in the following text formats.

 From To Parameter

1) What is a computer? What is a computer? No change

2) A powerful machine *A powerful machine* Bold and italic

3) A boon to computing A boon to computing Font color

4) 12345678 12345678 Right alignment

5) Personal computing Personal computing Decrease font size

Q.3) Answer the following questions in one sentence each.

1) What are the elements that make up a PowerPoint presentation?

Ans. Text, pictures, tables, charts and so on are the different elements that make a powerpoint presentation.

2) What is the use of the format painter?

Ans. Format painter tool that allows you to copy a format from one place to another. Select the text whose format you want and apply it to the new location.

3) List at least two ways to format bullets in a slide.

Ans. i) Select the entire bulleted list text and select bullets and numbering option from the home tab.

ii) You can also right click and select bullets and numbering from the shortcut menu that is displayed.

4) List the different types of backgrounds that you can set for a slide.

Ans. Design templates,colours, picture fill, solid fill, pattern fill etc. are the types of background that you set for a slide.

5) List the different types of cases that you can set for a text in a slide.

Ans. Sentence case, lower case, upper case, title case, toggle case are the types of cases.