

Computer

Ch-5 MS POWERPOINT _ AN INTRODUCTION

Bookwork of pg no 61 & 62

A. Tick the correct options:

1. Under which tab are the font formatting options present? **Home tab**
2. What helps in choosing the directions of the text? **Text direction**
3. What is the use of character spacing? **Helps to adjust the character spacing**

B. State true (T) or false(F):

1. An existing presentation file cannot be opened in power point. **F**
2. Powerpoint does not have a shape fill option. **F**
3. Powerpoint has a text fill option. **T**
4. Header and footer cannot be applied to all slides. **F**
5. Date cannot be automatically updated. **F**

C. Fill in the blanks:

1. The tab from which text box can be inserted **Insert tab**
2. Slide numbers can be added through **header and footer button**
3. The option that helps in giving a shadow effect to text is **Text shadow**
4. A new slide can be added from the **new slide button/ home tab**

Answer the following questions:

Q:1 Write the steps for adding text to the slides.

Ans: For inserting the text you can either use the placeholders provided by default or insert a text box on the slide.

Q:2 what are the steps to open MS Powerpoint?

Ans: The steps for opening the MS Powerpoint are as follow:

1. Click the start button
2. Under programs,click on the Microsoft Powerpoint icon.

Q:3 what are the contents that can be inserted while inserting headers and footers?

Ans: That contents are:

1. Fixed and automatic dates
2. Slide number
3. Footer
4. Apply/apply to all
5. Preview
6. Notes and handouts

Q:4 How will you delete a text box?

Ans: For deleting the text box, click on the border of the box. After the border is highlighted, press the delete key on your keyboard.