Chapter-3

Formatting a Presentation

Part A: Fill in the Blanks

1. A PowerPoint presentation is made up of separate pages known as _____.
2. The _____ feature in PowerPoint allows you to quickly change the layout and look of the presentation.
3. To change the background of a slide, you can use the _____ option in the Design tab.
4. The _____ feature in PowerPoint allows you to create visual representations of information using graphics and text.
5. _____ are special visual effects that can be applied to text and objects in a presentation.
6. The _____ view in PowerPoint displays miniature versions of all slides, making it easy to rearrange them.
7. The _____ pane allows you to add notes for the presenter that are not displayed during the presentation.
8. _____ effects control how one slide transitions to the next in a PowerPoint presentation.
9. The _____ view is the default view in PowerPoint, where you can create and edit slides.
10. The _____ feature in PowerPoint allows you to add sound effects to slide transitions.

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Multiple Choice Questions

1. **Which tab in PowerPoint is used to apply themes?**

   a. Home

   b. Insert

   c. Design

   d. View

2. **What is the default view in PowerPoint?**

   a. Slide Sorter View

   b. Normal View

   c. Reading View

   d. Slide Show View

3. **Which feature in PowerPoint allows you to create visual representations of information using graphics?**

   a. Slide Master

   b. SmartArt

   c. Animations

   d. Transitions

4. **What is the purpose of the Notes Pane in PowerPoint?**

   a. To add animations

   b. To add notes for the presenter

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c. To change the slide layout

d. To apply themes

5. **Which of the following is NOT a type of transition effect in PowerPoint?**

a. Subtle

b. Exciting

c. Dynamic Content

d. Static Content

6. **What is the purpose of the Slide Master in PowerPoint?**

a. To add animations

b. To change the default layout and appearance of slides

c. To insert SmartArt

d. To apply themes

7. **Which view in PowerPoint displays miniature versions of all slides?**

a. Normal View

b. Slide Sorter View

c. Reading View

d. Slide Show View

8. **What is the purpose of the Reading View in PowerPoint?**

a. To create and edit slides

b. To review the slide show without full-screen mode

c. To add animations

d. To change the slide layout

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9. **Which feature in PowerPoint allows you to add sound effects to slide transitions?**

   a. Animations

   b. Transitions

   c. Slide Master

   d. SmartArt

What is the purpose of the Dynamic Content transition effect?

a. To apply strong effects to the entire slide

b. To apply strong effects only to the content

c. To add animations

d. To change the slide layout

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