

Q Read the statement and write “True” or “False”

- a. Format painter feature helps you to create special text effects.
- b. We use **Ctrl+T** to open Font Dialog Box.
- c. The Text Box tool is present on the Insert tab.
- d. Resizing stretches or shrinks the dimension of an object.
- e. You cannot add different objects in the slide to enhance its look and feel.
- f. You can also change the layout of the existing slide.
- g. If you want to minimise the Ribbon from the window, double click on any tab
- h. The layout of a slide can be modified in **Normal** View or **Slide Sorter** View
- i. You can change the **Horizontal** as well as **Vertical** Alignment of the text to change how it is displayed on the slide.
- j. We can use **Ctrl+J** key combination to **increase** Font Size.
- k. We can use **Ctrl+[** key combination to **decrease** Font Size.
- l. You can move the text box along with its contents anywhere on the slide.
- m. If the text is long, all the text gets deleted.
- n. If the text is long, it automatically adjusts and shifts text to the next line keeping the box area in view.
- o. We can insert pictures from a file on the computer as well as pictures from the internet called **Online Pictures**.
- p. Shapes can be resized, rotated, flipped, and coloured too.
- q. We can add **Smiley Face** from the **Basic Shapes** Category.
- r. You can create a duplicate of an object by pressing the left mouse button and **Ctrl** key.
- s. You can add text to a shape with the “Edit Text” option in the shortcut menu.
- t. To apply Shadow effects to any shape, select the shape and click on the **Shape Effects** button on the **Home** tab in the **Drawing** group.
- u. We can rotate and resize any object in a presentation.
- v. We can add different objects in a slide to enhance its look and feel.
- w. Insert tab contains the Text Box Tool.