

## 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.

## 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

- 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

**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