

Chapter-4

MODIFICATION OF SLIDES

Part A: Fill in the Blanks

Fill in the blanks with the correct words from the box provided.

Words: Ctrl+M, Text Box, Normal view, Text group, Ctrl + D, Slide sorter view

1. _____ is a placeholder where you can enter and manipulate the text.
2. You can change the order of the slide in _____ and _____.
3. WordArt button is present in the _____ on Insert tab.
4. The shortcut key _____ is used to insert a new slide.
5. To create a duplicate slide, select the slide and press _____.

Part B: True or False

Write **True (T)** or **False (F)** for the following statements.

1. To delete the slide, press Ctrl+D. _____
2. Copy, Paste, and Cut commands are present on the Design tab. _____
3. You cannot modify the slides in Normal View. _____
4. Resizing shrinks or stretches the dimension of an object. _____
5. Text box does not appear in the Outline tab. _____

Multiple Choice Questions

1. Which of the following is **not** a way to modify slides in PowerPoint?
 - a) Normal View
 - b) Slide Sorter View
 - c) Outline View
 - d) Design View
2. What is the shortcut key to insert a new slide in PowerPoint?
 - a) Ctrl+N
 - b) Ctrl+M
 - c) Ctrl+S
 - d) Ctrl+P
3. Which feature allows you to create stylized text with effects like shadows and outlines?
 - a) Text Box
 - b) WordArt
 - c) SmartArt
 - d) Shapes
4. How can you select multiple slides in PowerPoint?
 - a) Hold down the **Shift** key and click the slides.
 - b) Hold down the **Ctrl** key and click the slides.

- c) Hold down the **Alt** key and click the slides.
 - d) Hold down the **Tab** key and click the slides.
5. Which of the following is true about the **Text Box** in PowerPoint?
- a) It appears in the Outline tab.
 - b) It cannot be moved once placed on a slide.
 - c) It is a placeholder where you can enter and manipulate text.
 - d) It cannot be resized.