

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