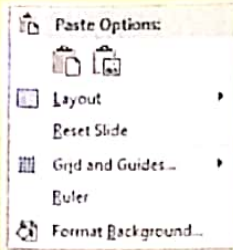




TIPS and TRICKS

You can also open the Format Background pane by right-clicking on the slide and choosing the Format Background option from the shortcut menu.

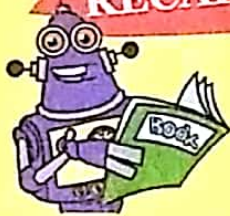


Words to Know



- **Theme:** A set of predefined layouts that can be applied to a presentation to give it a professional look.
- **SmartArt graphic:** A visual representation of information that is depicted through flowcharts, diagrams, etc. for effective communication.
- **Organization Chart:** A hierarchical representation of relationships that exist between people or items at different levels.

RECAP ZONE

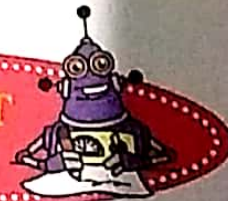


- Various components such as pictures and organization chart can enhance the overall appeal of the presentation.
- The options to insert Pictures, WordArt, Shapes and SmartArt are present under the Insert tab.
- There are many Themes available in PowerPoint that let you quickly add predefined design elements to give the presentation a professional look.
- You can change the background colour of slide as well as add pictures, gradient or patterns, texture to a slide to enhance its appearance.

Class - V

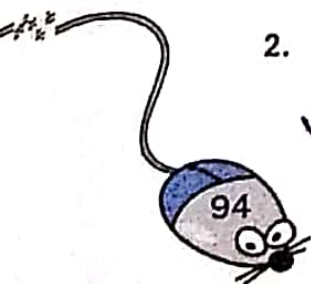
Ch - 6

ASSESSMENT ZONE



A. Choose the correct answer.

1. Which of the following can be used as a method to add a picture on a slide?
 - a. Use a suitable slide layout
 - b. Use the Insert tab
 - c. Use the Design tab
 - d. Both (a) and (b)
2. Which of the following tab contains option to apply themes to a presentation?
 - a. Design
 - b. Insert
 - c. Home
 - d. Images



3. A _____ is a set of predefined layouts having preset colors, fonts and effects that can be applied to a presentation to give it a professional look.

- a. Themes
- b. SmartArt Graphic
- c. Organization Chart
- d. None of these

B. Fill in the blanks using the words given below.

SmartArt Insert Organization Chart Design
4 3 1 2

1. An _____ is a hierarchical representation of relationships that exist between people or items at different levels.
2. The option to change the background colour of the slide is present on the _____ tab.
3. The option to insert WordArt is present on the _____ tab.
4. _____ lets you represent information visually through flowcharts, diagrams, etc. for effective communication.

C. Answer the following questions.

1. Define themes. Write the steps to apply a theme to a presentation.

2. How can you change the background appearance of your slide in a PowerPoint presentation?

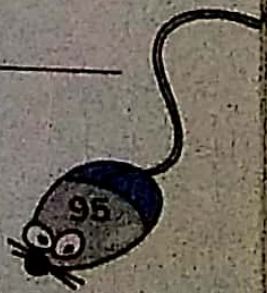
3. What is an Organization Chart?

4. List the two ways to insert pictures or picture on a slide.

D. State whether the following statements are True or False.

1. Organization chart can be used to represent only two levels of hierarchical relationships.

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2. You cannot change the preset colours and fonts of a theme after you have applied it to the slide.
3. You can change the background colour as well as add pictures, gradient, patterns, texture to a slide.
4. SmartArt graphics layouts are available to represent only hierarchical relationships.

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HOTS

1. Define themes. Write the steps to apply a theme to a presentation.

Ans - A set of predefined layouts that can be applied to a presentation to give it a professional look.

The steps to apply a theme to a presentation are -

- (i) Open the presentation to which you want to apply the theme
- (ii) Click on the Design tab.
- (iii) Click on the thumbnail of the theme that you wish to apply in the Themes group.

2. How can you change the background appearance of your slide in a powerPoint presentation?

Ans - (i) Click on the Design tab.

(ii) Click on the Format Background option in the Customize group.

3. What is an Organization Chart?

Ans - A hierarchical representation of relationships that exist between people or items at different levels.

4. List the two ways to insert pictures or picture on a slide.

Ans - The two ways to insert pictures or picture on a slide -

- (i) Use a suitable slide layout
- (ii) Use the Insert tab