

# Satish Chandra Memorial School

WS-6

Subject: - Computer Science

Class – V

Chapter – MS PowerPoint: Special Effects

Answer the following questions: -

1. A \_\_\_\_\_ is like a blueprint that can be used to create multiple versions of an object.

- a. Themes                      b. Slide                      c. Template                      d. Presentation

2. Under which Tab, Which Group we find Background Colour option?

- a. Insert; Shapes    b. Design; Format Background    c. Design; Themes    d. None

3. In PowerPoint you can align text in two ways – 1. Horizontally and 2. \_\_\_\_\_

- a. Diagonally              b. Vertically              c. Angular              d. None of these

4. Bold, Italics, Underline can be applied from –

- a. Home Tab -> Paragraph group

- b. Insert tab -> Text group

- c. Home Tab -> Font Group

- d. None of the above

5. Shortcut keys to increase the font size or decreasing font size are –

- a. Ctrl + Shift + > or <    b. Shift + < or >    c. Ctrl + Alt + > or <    d. None

6. The shortcut key to use Clear All Formatting is \_\_\_\_\_.

- a. Ctrl + R    b. Ctrl + Spacebar Key    c. Shift + Spacebar Key    d. Alt + F4

7. Shapes option comes under the \_\_\_\_\_ tab and \_\_\_\_\_ group.

- a. Insert; Text              b. Insert; Illustrations              c. Home; Font              d. None

8. \_\_\_\_\_ allows you to add artistic effects to text.

- a. WordArt              b. Shadow Effects              c. Shape Effects              d. None

9. Textbox is found under \_\_\_\_\_ tab and \_\_\_\_\_ group.

- a. Insert; Font              b. Insert; Text              c. Both              d. None

10. \_\_\_\_\_ refer to a combination of font, background, colour schemes.

- a. Themes              b. Template              c. Page border              d. None

11. A \_\_\_\_\_ graphic is a way of representing information in the form of diagrams.

- a. Background colour              b. SmartArt              c. Both              d. None

12. You can convert your already created list by clicking \_\_\_\_\_.

- a. Convert to SmartArt Graphic button

- b. Paragraph to SmartArt graphics

- c. Convert to WordArt button

- d. None of the above

13. To insert pictures from your computer –

- a. Insert -> Pictures              b. Insert -> Shapes              c. Insert -> Chart              d. None

14. To insert pictures from the Internet –

- a. Insert -> Online Pictures              b. Format -> Pictures              c. Design -> Pictures              d. None

15. There are three basic types of graphics: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

- a. Shapes              b. WordArt              c. Pictures              d. a , b , c all              e. None