

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