

PARAGON CONVENT SCHOOL
SECTER 24 B CHANDHIGARH
CLASS 6
CH- 5 FORMATTING A PRESENTATION

BRAIN DEVELOPER

A. Fill in the blanks:

1. **Slide Master** sets the default layout and formatting for all other slides.
2. **Format Painter** button is used to apply the formatted text effect to another selection.
3. **Body** placeholder contains general objects, like text with bullets, charts, pictures and many more.
4. To indent the first line of a paragraph, drag the **First line indent Master** towards the right side.

B. State true or false:

1. Formatting means changing the color of the text only. **False**
2. Font color option is present on the view tab. **False**
3. Ctrl+Shift+> is the shortcut key combination to decrease the font size. **False**
4. You cannot create a custom layout as per your requirement. **False**

C. Multiple choice Questions:

1. Slide Master button is present on the _____ tab.
a) **View** b) Design c) Animations
2. Alignment buttons are present on the _____ tab.
a) **Home** b) Insert c) Slide Show
3. If we drag the left line indent markers towards the right side, it will _____ the indentation.
a) **Increase** b) Decrease c) Animate

4. Which shortcut key combination opens the Font dialog box?

- a) **Ctrl+T** b) Ctrl+F c) Shift+T

5. Which option allows you to apply a gradient, texture or picture to your object?

- a) **Fill effects** b) Shapes c) Animation

D. Answer the following questions:

Q 1. What is a Slide Master?

Ans. Slide Master is an element of the template that stores information, including font styles, placeholder sizes, position of text and objects, bullet styles, background design and color schemes. Slide Master sets the default layout and formatting for all the other slides. It actually controls an entire presentation.

Q 2. How can you create a new custom layout?

Ans. To create a new custom layout:

- i) Click on the View tab. Select the Slide Master button in the Master Views group.
- ii) Choose the Blank layout slide in the list of thumbnail layouts present in the Slides pane.
- iii) Click on the Insert Slide Master button in the Edit Master group on the Slide Master tab.
- iv) To remove any unwanted or default placeholders, such as header, footer or date and time, click on the border of the placeholder and then press the Delete key.
- v) To add a placeholder on the Slide Master, click on the Insert Placeholder drop-down arrow in the Master layout group. Select a placeholder from the list according to your requirement. Drag the mouse on the slide to position the new placeholder.
- vi) In the thumbnail list of layouts, right click on the Blank layout. Select the Rename option from the context menu.

Q 3. What is a Placeholder?

Ans. A placeholder is a container that is used to display content such as text, table, picture, movies, sound, clipart, chart, SmartArt etc. There are two placeholders on a slide- Slide Title and Body Text.

Q 4. How can you change the color of the background of a slide?

Ans. You can change the background color of a slide by following the given steps:

- i) Click on the Format background option of the Background Styles button present in the Background group on the Design tab. The format Background dialog box will appear.
- ii) Click on the fill button and select any fill style option.
- iii) Click on the Color button. If you want to select a different color apart from the displayed colors, select the More colors option from the list.
- iv) The colors dialog box appears.
- v) Click on the Standard tab and choose the color you want. You can also select the Custom tab and create your own color scheme. Click ok.
- vi) You will be directed to the Format Background dialog box on the screen.
- vii) Click on the Apply to All button to apply the color scheme to all the slides. Click on the Close button to close the dialog box.

Q 5. Which option enables you to change the background color of the text?

Ans. By using the Shape fill option, you can change the background color of the text.