

**PARAGON CONVENT SCHOOL
SECTOR 24 B CHANDIGARH**

CLASS 5

CH- 7 SLIDE ORGANISATION IN POWER POINT

BRAIN DEVELOPER

A. Fill in the blanks:

1. **Slide layout** refers to the way things are arranged on a slide.
2. In Normal View, you can arrange the slides in the **slides** tab also.
3. **Textbox** is a placeholder, where you can enter and manipulate text.
4. The **WordArt** feature helps you to create special text effects.
5. To rotate a shape object or clipart, click on the **rotation** handle.

B. State true or false:

- | | |
|--|--------------|
| 1. The layout of a slide can only be modified in the Slide Sorter View. | False |
| 2. Shapes button is present in the Illustrations group on the insert tab. | True |
| 3. You can move the text box with its contents anywhere on the slide. | True |
| 4. In the Normal View, the vertical bar indicates the new location of a slide. | False |
| 5. The shadow option is present on the Home tab. | True |

C. Multiple choice Questions:

1. The slide Sorter View is present on the _____ tab.
a) Slide Show b) Home c) **View**
2. The Shapes Effects button is present on the _____ group on the Home tab.
a) Font b) **Drawing** c) Paragraph
3. _____ tab contains the Textbox tool.
a) Home b) **Insert** c) Design
4. The Rotate button is present in the Arrange group on the _____ tab.
a) **Format** b) Home c) Insert
5. _____ stretches or shrinks the dimensions of an object.
a) Style b) Rotating c) **Resizing**

D. Answer in one word or a sentence.

1. In which tab of Normal view, the text box is not visible?

Ans. In Normal view, the text box is not visible in Outline tab.

2. Name the group in which the Shapes button is found.

Ans. The Shapes button is found in Illustrations group.

3. Which key helps you to select more than one shape at a time?

Ans. Shift key helps you to select more than one shape at a time.

E. Answer the following questions:

1. What do you understand by the Textbox tool? Explain the method to insert a textbox in a slide.

Ans. The Textbox tool present on the Insert tab allows you to add more text to your slide.

- Click on the New Slide button in the Slides group on the Home tab.
- Enter the title.
- Select the Text box tool in the Text group on the Insert tab. Hold down the left mouse button while dragging the mouse diagonally towards the right and release the mouse button. You will get a rectangular box with a cursor inside it.

2. How can you apply shadow effects to any shape in a slide?

Ans. You can apply shadow effects using the Format tab. Click on the Format tab > Shape Styles group > Shape Effects button > Shadow option.

3. Briefly explain the WordArt feature.

Ans. The WordArt feature helps you to create special text effects. Using the WordArt, you can make the text curved, wavy, shadowed or apply 3D effects, etc.

4. Explain the Shapes feature and procedure to insert a shape in a slide.

Ans. Shapes is a drawing feature that helps in inserting different shapes like, Stars, Banners, Flowcharts, Callouts, etc. into a slide. The inserted shapes can also be resized, rotated, flipped and coloured.

- Click on the Shapes button in the Illustrations group on the Insert tab. A pop-up menu will display options like, Lines, Rectangles, Flowchart, etc.
- Point to the Basic Shapes and move to pointer to select Smiley Face and click on it.

- Place the pointer on the slide. Click and drag it to adjust the size of the selected object/shape.

5. Differentiate between Rotating and Resizing objects.

Ans. Resizing stretches or shrinks the dimensions of an object whereas rotation is changing object direction.