

PowerPoint – Special Effects

ANSWER THE FOLLOWING(TO BE COPIED IN THE C/W NOTEBOOK)

CYBER HUB

PG.NO - 81

ANSWER THE FOLLOWING

1. What is a theme?

Ans: A theme is a palette of colours, fonts and special effects (such as shadows, reflections and 3 – D effects) that complement one another. Themes can be added to an existing presentation or can be added while creating a new presentation.

2. How do you modify a WordArt text?

Ans: To modify a WordArt text, we can do the following

- Change the font outline or font colour from the Format tab.
- Select your WordArt -Go to the Format tab -Select the Text Effects option from the WordArt group.
- Choose and combine different options such as Glow, Shadow, Bevel and more.

3. What are the different ways of aligning text?

Ans: In PowerPoint, the text in a text box can be aligned in two ways horizontally and vertically.

4. Name the handles of a shape.

Ans: when a shape is clicked, handles or small squares will appear on its edges to modify the shape. There are three handles.

1. Sizing handles
2. Rotation handle
3. Yellow handles

5. How do you change a theme colour scheme?

Ans: In PowerPoint, we can enhance a theme by clicking on the more buttons of the Variants group. Then , we can change the colour of the theme, the style of the theme, give effects to the theme and even change the background style.

- A** Sagar has to make a presentation for his biology class very quickly. He has to show the presentation to the whole class, so it needs to look very good. Can you suggest some ways using which he can quickly make a great presentation?
- Design tab – Themes / Templates
Insert – Pictures, Word Art and Shapes
- B** Proteek has been asked to make a presentation to teach a lesson to the students of class 1. He wants to teach them about the different shapes used in maths. How can he quickly create this? Insert Tab- Shapes
- C** Rekha has made a presentation on the colours of a rainbow, with each slide describing one colour. She needs to colour the background of the slide the same colour she is describing in that slide. How will she do so?

Design tab - Format background – Solid fill