# Formatting in Presentation – Teacher Guide

## SECTION – A

### Fill in the blanks:

1. Chart provides an accurate analysis of information.

2. The Ctrl + Shift + < key combination is used to decrease the font size.

3. A Table is a grid of cells arranged in rows and columns.

4. You can also rename any layout using the Rename button present in the Edit Master group on the Slide Master tab.

5. Slide Master consists of Two placeholders.

## SECTION – B

### State True or False:

1. Any changes made in the Slide Master page automatically reflects on every slide in the presentation. – True

2. Ctrl + Shift + > is the shortcut key combination to decrease the font size. – False

3. To insert a table in a presentation, we should use Title and Content Slide Layout. – True

4. You cannot edit data in a Datasheet. – False

5. A Chart can also be inserted by clicking on the Chart button present on the slide. – True

### Application Based Questions:

1. Taj wants to create a presentation on the comparative analysis of Rainfall for the past five years. Which tool can he use to represent the same?  
Answer: Chart

2. Marvi has created a presentation of six slides. The slides have the same background, but she wants to change the background of each slide. Which option can help her in doing so?  
Answer: Format Background option (Design tab)

### Multiple Choice Questions:

1. On which tab the Slide Master button is available?  
Answer: a. View

2. The intersection of row and column in a table is called …  
Answer: a. Cell

3. When we insert a chart, the data is displayed in a special window called …  
Answer: b. Datasheet

4. Which shortcut key combination opens the Font dialog box?  
Answer: c. Shift+T

5. The … tab appears when you insert a table in a presentation.  
Answer: b. Table Tools

## Answer the Following:

1. What is a Slide Master?  
Answer: A Slide Master is a feature in PowerPoint that controls the overall design and formatting of all slides in a presentation. It helps in maintaining consistency of fonts, colors, and layouts.

2. What do you understand by creating a new custom layout?  
Answer: Creating a new custom layout means designing a slide layout according to our own needs by adding placeholders for text, pictures, charts, or other objects.

3. What is SmartArt graphic?  
Answer: SmartArt graphic is a visual representation tool in PowerPoint used to display information, processes, hierarchies, and relationships in an attractive way.

4. Write the steps to insert SmartArt in a presentation.  
Answer:  
- Go to the Insert tab.  
- Click on the SmartArt button.  
- Choose a layout from the SmartArt Graphic Gallery.  
- Click OK and type your text.

5. What are the benefits of using chart in a presentation?  
Answer:  
- Charts make data easy to understand.  
- They give a clear comparison between values.  
- They present information in a visual and attractive way.  
- They save time in analyzing large amounts of data.