

Chapter-6

FORMATTING A PRESENTATION

WORKSHEET

1. Write True or False.

a. You cannot change background of a slide.

b. To insert a table Click on the Insert Table icon present on the slide.

c. Slide Master button is present under view Tab.

d. You cannot create a new custom layout.

2. Answer the following

a. What is slide master? How many placeholders are there in slide master?

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b. Write short note on use of smart art graphic in a presentation.

c. What is Table? Write its use.
