

WORKSHEET

Ch-6

Formatting a presentation

17

a) False

b) ~~True~~ True

c) True

d) False

2>
a> A slide master is an element of a template that stores information, including font styles, placeholders size, position of text and objects, bullet styles, background design and colour schemes. It has two placeholders, named:

- i> Slide ^{title} Placeholder
- ii> ~~Slide~~ Body text placeholder

b> SmartArt graphics is a graphics tool that allows you to present data or information with graphics instead of just using text. It helps us to present our information and ideas in a better and easy way. Many graphical layouts, like pyramids, list, hierarchy etc.

6> A table is a grid of cells arranged in rows and columns. IT is very useful in organising and representing the data nicely.