



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -7

Topic – Picture as slide background and Inserting ClipArt, WordArt and Shapes

Subject: COMPUTER

Class - 5

F.M:15

Chapter: MS PowerPoint 2010 : Special Effects

Date: 13/05/2020

Choose the correct answer for each question

15x1=15

- Which group has the ClipArt option under the Insert tab?
 - Images
 - Illustrations
 - Text
 - Shapes
- _____ are the ready-made pictures available to be inserted in our slide.
 - Word-Art
 - Clip-Art
 - Shapes
 - None of these
- _____ is a text-styling feature in MS PowerPoint
 - Word-Art
 - Clip-Art
 - Shapes
 - None of these
- Which of the following option are available after selecting a WordArt text?
 - Shadow effect
 - 3-D effect
 - Glow
 - All of these
- WordArt option is available in _____ group.
 - Tables
 - Links
 - Text
 - None of these
- To add clip art to a document, click on the _____ tab.
 - Home
 - Insert
 - Design
 - Layout
- Which one of following tab provides different types of Shapes option?
 - Insert
 - Text

- c. Home
 - d. Design
8. In which dialog box, the option to add background picture is available?
- a. Format Background
 - b. Insert Picture
 - c. ClipArt
 - d. None of these
9. Format Background dialog box launcher is present in _____ tab.
- a. Insert
 - b. Design
 - c. Home
 - d. Slide Show
10. If we are not satisfied after adding a picture as slide background, which option needs to selected:
- a. Cancel
 - b. Apply to All
 - c. Reset Background
 - d. None of these
11. Task pane appears on clicking _____ option.
- a. WordArt
 - b. Shapes
 - c. Picture
 - d. ClipArt
12. Which tool appears when already existing shape is selected?
- a. Design
 - b. Format
 - c. Drawing
 - d. All of these

13. Which option is available after selecting a shape in MS PowerPoint?

- a. Color
- b. Rotate
- c. 3-D effects
- d. All of these

14. Background styles option is present in _____ group.

- a. Themes
- b. Text
- c. Preset
- d. Background

15. Which options are available to add picture as background?

- a. Insert From File
- b. Insert From Clipboard
- c. Insert From ClipArt
- d. All of these

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