ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

WORKSHEET -7 (ANSWER KEY)

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

1. Which group has the ClipArt option under the Insert tab?
   a. **Images**
   b. Illustrations
   c. Text
   d. Shapes

2. _____ are the ready-made pictures available to be inserted in our slide.
   a. Word-Art
   b. **Clip-Art**
   c. Shapes
   d. None of these

3. _____ is a text-styling feature in MS PowerPoint
   a. **Word-Art**
   b. Clip-Art
   c. Shapes
   d. None of these

4. Which of the following option is/are available after selecting a WordArt text?
   a. Shadow effect
   b. 3-D effect
   c. Glow
   d. **All of these**

5. WordArt option is available in _____ group.
   a. Tables
   b. Links
   c. **Text**
   d. None of these

6. To add clip art to a document, click on the _____ tab.
   a. Home
   b. **Insert**
   c. Design
   d. Layout

7. Which one of following tab provides different types of Shapes option?

   a. **Insert**
   b. 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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