<u>EXERCISE</u>

1. Define Themes & Write the steps to change the Themes in MS power point.

2. Explain the types of Presentation views.

3. Write the difference between Master Slide & Title slide.

4. Write the steps to change the background of slide.

Answer-1

A **theme** is a predefined set of colors, fonts, and visual effects that you apply to your slides for a unified, professional look. Using a **theme** gives your presentation a harmonious appearance with minimal effort.

Customize your theme

1. To find a **theme** to use in your presentation, click the Design tab, click a **theme**, and see how it previews on the slide.

2. You can further customize the **theme** by **changing** the fonts, colors, and background colors on the Design tab.

Answer-2

View a Presentation

1. Notes page view - **These** are like hints for yourself and points mentioned below the slide while delivering the **presentation**.

2. Slide show view - Runs your final **presentation** in full screen mode.

3. Normal view - The normal text editor where you prepare and edit your slides.

4. Slide View - Shows **one** slide at a time

Answer-3

A **slide master** is the top **slide** in a hierarchy of **slides** that stores information about the theme and **slide** layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning. To create a **master slide**: On the View tab, click **Slide Master**.

The **Title Slide** layout is the default layout when you open a blank presentation in PowerPoint. It comprises two text placeholders: the first for the presentation **title** and the second for a subtitle. The **Title** Only layout is the same as a **Title Slide** except that it doesn't have a subtitle placeholder.

Answer-4

On the View menu, click Normal, and then in the navigation pane, click the **slide** or **slides** that you want to **change**. On the Design tab, in Customize, click Format **Background**. Click Fill, and then click the Solid, Gradient, Picture or Texture, or Pattern option. Choose the **background** fills that you want.