

COMPUTERS

CLASS FIVE

Chapter 5

Presentation Software – Special Effects

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Do in your Computer book

Page 64 Ex A 1,2,3,4

Page 64 Ex B 2,3,4

Page 65 Ex D 1,2

Write the following Q&A in your copy

Q3. Define the term Clip Art. How can you add Clip Art in a presentation ?

Ans. Clip Art is a collection of pictures that come as a part of the Microsoft Office software.

To add Clip Art to a presentation :-

Step 1: Click on the Clip Art button in the Insert tab. The Clip Art Gallery appears on the right side.

Step 2 : Type the keyword to be typed and click on the Go button.

Step 3 : A list of related clip art images appear . Select any one of them and double click on it. It will be inserted in your slide.

Q4. Briefly explain the Word Art feature.

Ans. The Word Art feature helps you to create special text effects.

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