A. Choose the correct answer.

1. Which of the following can be used as a method to add a picture on a slide?
   a. Use a suitable slide layout
   b. Use the Insert tab
   c. Use the Design tab
   d. Both (a) and (b)

2. Which of the following tab contains option to apply themes to a presentation?
   a. Design
   b. Insert
   c. Home
   d. Images

3. A _____ is a set of predefined layouts having preset colors, fonts and effects that can be applied to a presentation to give it a professional look.
   a. Themes
   b. SmartArt Graphic
   c. Organization Chart
   d. None of these

B. Fill in the blanks using the words given below.

SmartArt	Insert	Organization Chart	Design

1. An _____ is a hierarchical representation of relationships that exist between people or items at different levels.

2. The option to change the background colour of the slide is present on the _____ tab.

3. The option to insert WordArt is present on the _____ tab.

4. _____ lets you represent information visually through flowcharts, diagrams, etc. for effective communication.

Solve the above questions in your copy.
Refer to page no. 94 & 95 of your Computer book.