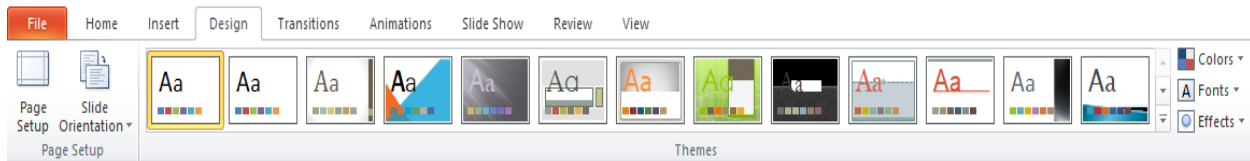




4. **Design Tab:** the "Design" tab on the ribbon provides tools and options to customize your presentation's overall look and feel. The "Design" tab is organized into several groups, each containing specific tools and options for designing and formatting your presentation. Here are the main groups you'll find within the "Design" tab:

- Page Setup:
- Theme



I. **Page Setup Group:** includes options related to the size and orientation of your slides.

#### ☐ Page Setup:

This option allows you to change the dimensions of your slides. You can choose from predefined slide sizes (such as Standard or Widescreen) or set a custom size.

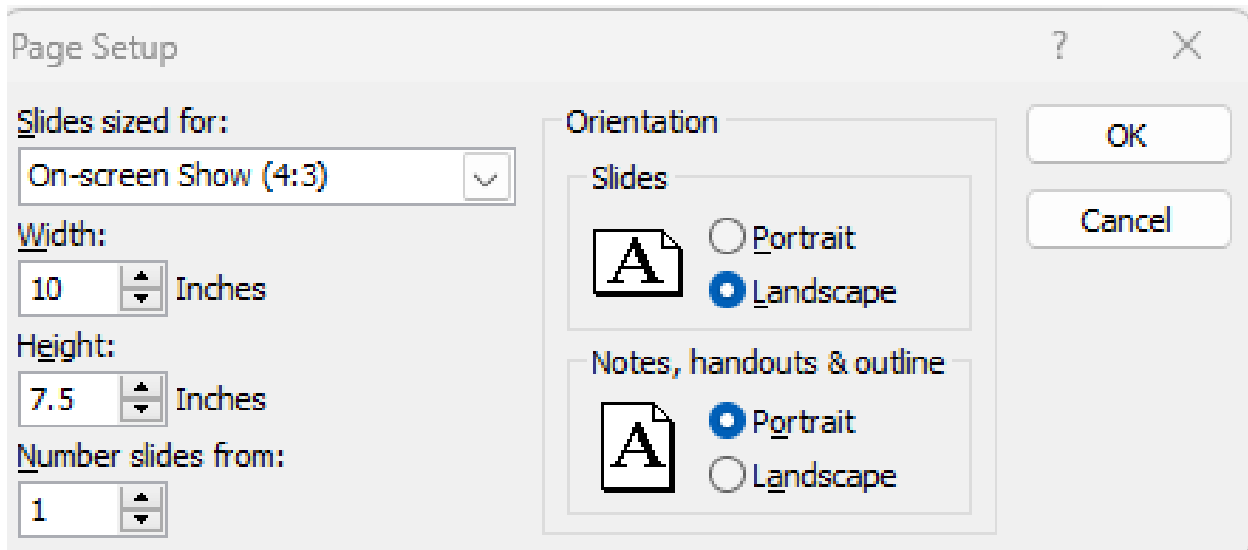
#### ☐ Orientation:

The orientation option lets you choose between "**Portrait**" and "**Landscape**" modes.

"**Portrait**" means the slide is taller than it is wide, while "**Landscape**" means the slide is wider than it is tall.



**Page Setup Group:** includes options related to the size and orientation of your slides

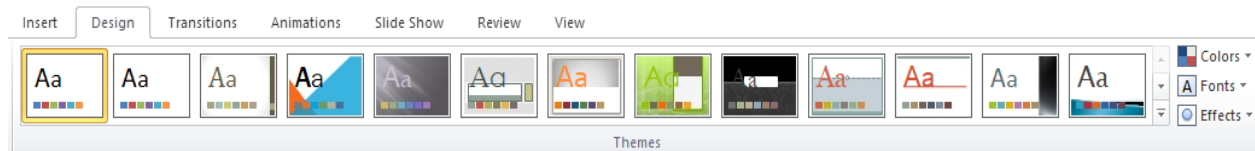


II. **Themes Group:** provides a collection of predefined design elements that you can apply to your entire presentation. Themes in PowerPoint include a combination of colors, fonts, effects, and background styles to give your slides a cohesive and professional look.

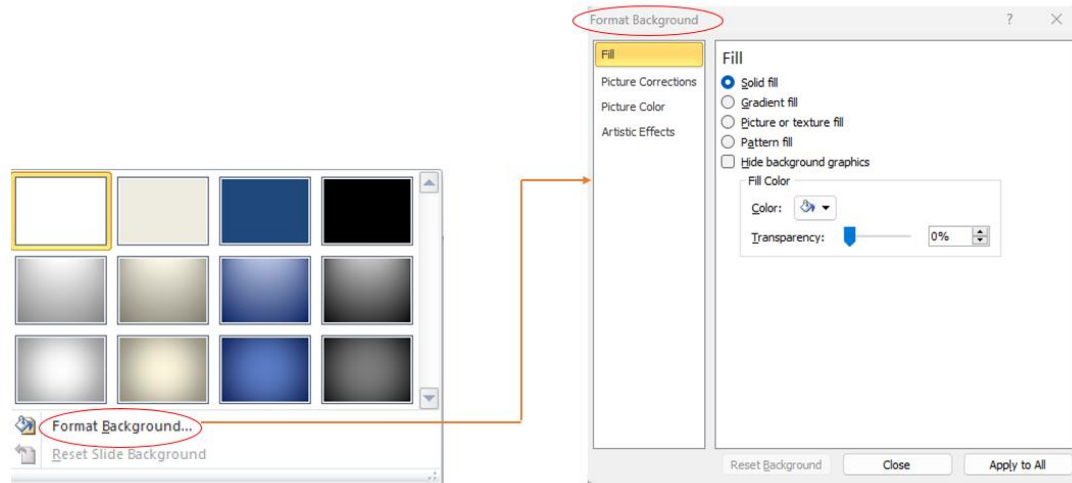
❑ **Theme:** Clicking on the "Theme" button opens a gallery of available themes. These themes determine the overall design style of your presentation, including the color scheme, font styles, and effects.



- ☐ **Colors:** The "Colors" button allows you to choose a color scheme for your presentation. The colors within the theme are applied to various elements such as text, background, and shapes.
- ☐ **Fonts:** The "Fonts" button lets you select a set of font styles that will be used throughout your presentation. This includes fonts for titles and body text.
- ☐ **Effects:** The "Effects" button provides options for applying visual effects to elements in your presentation. Effects may include shadows, reflections, and glows.



**Background Styles:** Clicking on "Background Styles" opens a dialog box that provides more detailed options for customizing the background of your slides. In this dialog box, you can choose to fill the background with a solid color, gradient, texture, or picture. You can also adjust transparency, apply background styles, and make other advanced adjustments.



- ❑ **Hide Background Graphics:** This option allows you to toggle the visibility of background graphics on your slides. If your theme or background includes graphics that you want to temporarily hide, you can use this option.



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**1. Which group in the Design tab is responsible for changing slide size and dimensions?**

- A. Themes
- B. Page Setup
- C. Background Styles
- D. Effects

Answer: B – Page Setup

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**2. The Portrait slide orientation means the slide is...**

- A. Wider than it is tall
- B. A square shape
- C. Taller than it is wide
- D. Without background

Answer: C – Taller than it is wide

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**3. Which tool lets you change the color scheme of the presentation?**

- A. Fonts
- B. Colors
- C. Effects
- D. Background Graphics

Answer: B – Colors

**. Themes include:**

- A. Colors only
- B. Fonts only
- C. Colors, fonts, effects, and backgrounds
- D. Slide size

Answer: C – Colors, fonts, effects, and backgrounds

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**5. Where can you set a background using a picture or a texture?**

- A. Page Setup
- B. Effects
- C. Background Styles
- D. Slide Show

Answer: C – Background Styles

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**6. The function of “Hide Background Graphics” is:**

- A. Delete the background permanently
- B. Hide the background graphics without removing them
- C. Change the slide size
- D. Change the theme

Answer: B – Hide the graphics without deleting them

## ✓ True / False Questions

1. You can change slide dimensions from the Themes group.

False – It is done in Page Setup.

2. Themes include colors, fonts, and effects.

True

3. Gradient backgrounds can be applied from Background Styles.

True

4. Orientation controls contrast settings of the slide background.

False – It controls Portrait and Landscape only.

5. Effects include shadows and reflections.

True