

Q-1 Title Bar :- Title Bar is present top of window or above the menu bar.

It contains Title of Document/File in which users are working.

Q-2 • Themes :- Themes is a combination of font style effects through which users can make the slides more effective.

Go to Powerpoint → Select Design Menu → Select Themes.

• Slide Sorter View :- Slide Sorter view is the most useful view in powerpoint.

It enables the all slides in one window/screen. So, that user's can select all slides.

Go to Powerpoint → View Menu → Slide Sorter view.

Q-3

• Spelling/Grammer Errors Shortcuts → F7

- Duplicate Slide → Ctl + D

Q4

Column AColumn B

- | | |
|-----------------------|-----|
| • Slide Master view | (D) |
| • Notes Page view | (C) |
| • Auto-Content Wizard | (E) |
| • Text Alignment | (A) |
| • Design Templates | (B) |

Q5

Functionality of Standard Toolbar

- To change the Font Size.
- To change the Font Color.
- To change the Font Styles.
- It also contains shortcuts of commands present in Ribbon.

Q6

Word Art :- Word Art is also most effective features of Microsoft Powerpoint

In it, the users can make or type the text/content in different styles and effects.

Go to Powerpoint → Insert Menu → Word Art

Q-7

Slide Sorter View

It enables the all slides in one window so that the users can see, edit the all slides.

Reading View

It enables the users to read the slide content in Full screen.

So, that the content visible clear.

Q-8

Extension — PPTx

Open — Ctrl + O

First Slide — Ctrl + Home

Q-9

Benefits

- It is used to create a slide effectively for the presentations.
- It is used to make the slideshow more attractive by using Slide Transitions.
- It is used to make the content more effective by using Animation Feature.

Q-11

Slide Transition :- Slide Transition are the animation-like effects when you move from one slide to another during presentation.

Slide Animation :- Slide Animation are special effects that are applied on the word you wrote on the slide.

Used

- To make the slide more effective.
- To make the slide more eye-catching.
- To make the slide more attractive.

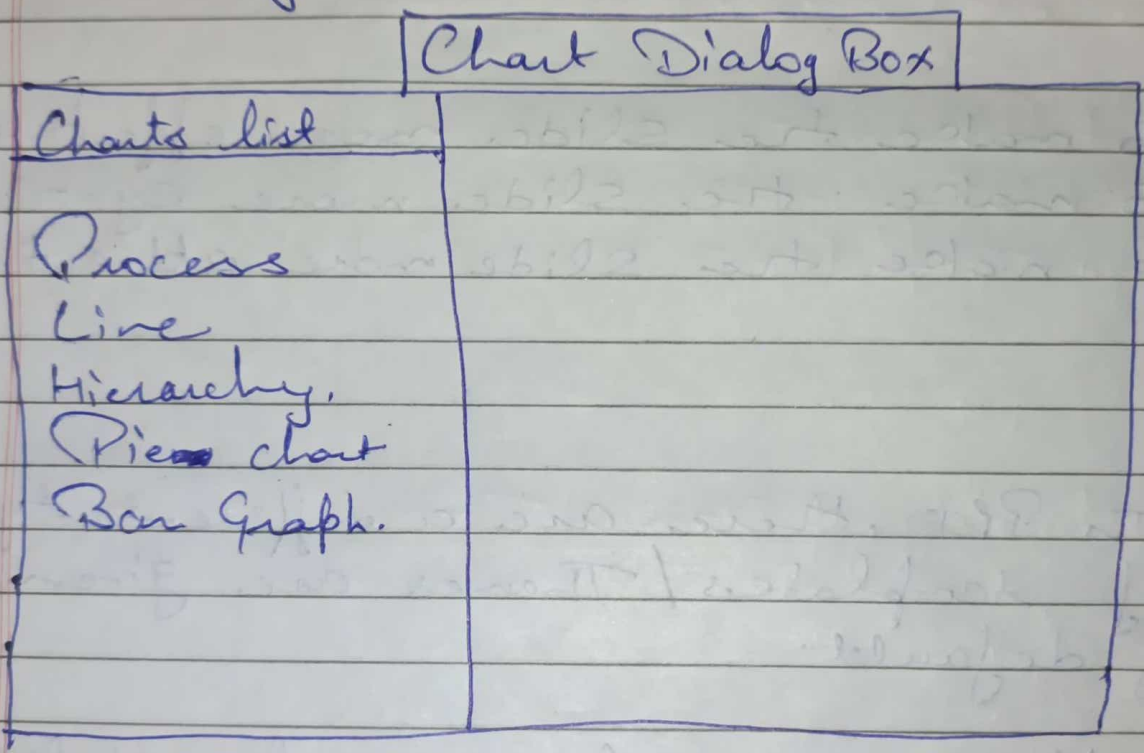
Q-10

• In PPT, there are a different type of templates / Themes are given by default.

- Templates are already a pre-defined and allow users to save time.
- Templates are used to present your content in slide by using the combination of style-effects.

Q-12

- 1) Go to Powerpoint
- 2) Select the Insert Menu.
- 3) Under Insert Menu, Select the Charts.
- 4) After selecting the chart option, The chart Dialog box Open.



- 5) Select the Chart Type from Dialog Box
- 7) ~~Step~~ After selecting the chart, Press **[OK]**, and the chart will insert on the slide.
- 8) After insert the chart, You can also modify the chart, By using the extra formatting Tool menu: **Design** / **Layout**