

Power-Point

Ans : 1 Title Bar :

Title Bar is ~~is~~ above the menu bar. It contains the title of the document. ~~The~~ The main purpose of title bar is.

Ans : 2 Situation (1)

Theme :

Theme is a combination of font style & different designs in MS- Power-Point.

Steps :

- ① Go to ~~P~~MS- Power-Point.
- ② To select the Design Menu
- ③ To select the Themes.

Situation 2.

Ans Slide Sorter

Slide Sorter is to help the different slides are re-arrange. Slide Sorter view is most-useful in MS-Power Point.

Steps

- ① Go to PowerPoint
- ② To select View Menu
- ③ To select the Slide Sorter view.

Ans 3

Situation 1.

F7 → Check Spelling Errors.

F7 Key use to check Spelling Errors and Grammatical Errors.

Situation 2

Duplicate slide short cut key are
Ctrl + D.

Ctrl + D are use to duplicate a slide
in MS-Power-Point.

Ans 4

Column A

Column B

Slide Master view (D)

Notes Page view (C)

Auto content wizard (E)

Text Alignment (A)

Design Templates (B)

Ans 5

Functionality of the Standard Toolbar

- ① It is use to change the font size.
- ② It is used to change the font colour.
- ③ Its use to to ~~font~~ Themes in MS-Power-Point.

Ans 6

WordArt ☺

The user can make the content effective, colourful, ~~design~~ and more attractive.

To open the MS-Powerpoint
to select insert Menu
to select the wordart in the insert Menu

Purpose ☺

- ① The words are more attractive with the help of wordart.

Ans: 7.

Slide Sorter View

1. Slide Sorter View is use to MS-Powerpoint to enables the all slides in one window.

② It is use to can edit the all text.

Reading View

1. It allow you to watch the slide in full screen.

2. So, that it is visible to clean.

Ans: 8.

~~File extension~~
File extension of Powerpoint :- .PPTX

Short key of open the file :- Ctrl + O.

Combination of first slide → Ctrl + Home.

Ans: 9.

Benefits of MS-PowerPoint.

- ① ~~It~~ It is use to creating a slide for a presentation.
- ② It is use to slide transitions, to show the presentation more attractive.
- ③ It is used to make the content more effective with the help of animation features.

Ans: 10.

- ① In PPT there are a different types of templates are given by default.
- ② which are already pre-defined and the ~~save~~ allow the user to time save.
- ③ which are already designed, coloured in an more attractive manner.

Ans 811

Slide transitions %

Slide transitions are the animation - Like effects the one slide to another during presentation.

Slide Animation %

Slide Animation are special effects that one applied on the word you create on a slide.

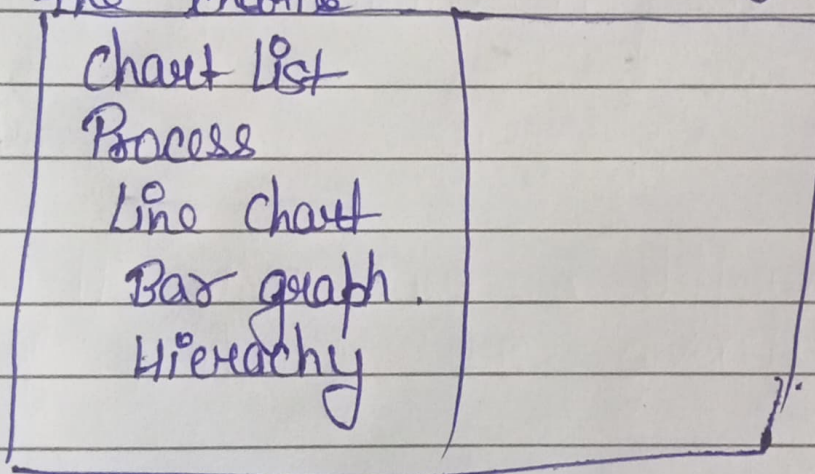
Used

- ① To Make the ~~no~~ slides are more effective
- ② TO ~~use~~ make the Presenting contents are more attractive
- ③ To make the slides are Eye-catch.

Ans^o: 12

steps^o

- ① Go TO MS-Power-Point
- ② TO select the insert Menu.
- ③ TO select the chart under the insert Menu.
- ④ After the chart are select the chart dialog Box open. than Different charts are given in the charts -



- ⑤ select the chart type by given a chart List.
- ⑥ After selecting a chart than Press