

Revision

1. There are fore different animation effect such as Entrance, Emphasis, Exit, maintain phas.
2. The EFFECT obtain in animation group gives different direction obtain to each transitions.
3. The animation obtain is in Advance animation group copies the animation form one object and applies it to another.
4. The recorded sound files have extension. WAV.
5. ctrl + D is the short-cut key to creat duplicate slide.
6. Action buttones are built in shapes.
7. F4 function key is used to repeat most commands.
8. ctrl + shift + F shortcut key to apply

the outline border around the selected cell.

9. To enter data in multiple lines in the same cell, use Alt + Enter key combination.
10. Transitions are the special effect you see when one slide changes to another in slide show view.
11. Animation effect can be applied on both Text and object on a slide.
12. Action is a ready-made button for definite hyperlink on a slide.
13. It is essential to connect a microphone to the computer while recording your sound.
14. ~~form~~ beginning button is present on the start slide show group.
15. click on the play button to start the

sound.

16. animation effect can be added to object on a slide.
17. The appearance of Date and Time on a worksheet ~~by pressing~~ depends on the format applied to the cell.
18. To repeat most of the commands or actions, press the F4 function key.
19. you can minimise the worksheet by pressing the ctrl + F9 key combination.
20. The Enter and cancel buttons are present on the formula bar.
21. when you use F2 key for modification the insertion point appears at the End of the cell content.
22. To copy the data, the ctrl + C key combination can be used.

23. The default value for column width and row height in a worksheet are 8.43 and 15 point respectively.
- ~~24. The F2 function key is used to select an entire worksheet.~~
24. The F2 function key is used to change the cell contents of a selected cell.
25. The ctrl + V key combination is used to paste the cell contents.
26. When you finish editing within a cell the excel returns to ready mode.
27. To select a range, hold down the Shift key and click on adjacent cells.
28. The ctrl + A key combination is used to select an entire worksheet.
29. .XLXS is the file extension of MS excel 2016.

30. Transition effect appear when one slide change to other during slide show.