

1. There are four different animation effects such as Entrance, Emphasis, Exit and Motion Path.
2. The Effect option in animation group gives different direction options to each transitions.
3. The animation option is in Advance Animation group copies the animation from one object and applies it to another.
4. The recorded sound files have extension .WAV.
5. Ctrl+D is the short-cut key to create duplicate slide.
6. Action buttons are built-in shapes.
7. F4 function key is used to repeat most commands.
8. Ctrl+Shift+F short-cut key <sup>to</sup> apply the outline border around the selected cell.

9. To enter data on multiple lines in the same cell, use Alt+Enter key combination.
10. Transitions are the special effects you see when one slide changes to another in slide-show view.
11. Animation effects can be applied on both objects and text on a slide.
12. Action buttons is a ready-made button for defining hyperlink on a slide.
13. It is essential to connect a microphone to the computer while recording your sound.
14. From the Beginning button is present on the start-slide show group.
15. Click on the play button to start the sound.
16. Animation effects can be added to objects on a slide.



17. The appearance of Date and Time on a worksheet ~~options~~ depends on the Date 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 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, 15 points, respectively.

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. .XLS is the file extension of ~~Ms~~ Ms excel 2016.
30. Transition effect appear when one slide changes to other during slideshow.