

Alc
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Revision ch-3 and ch-4

Date _____
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1. There are four different animation effects such as Entrance, Emphasis, Exit and motion paths.
2. The effect option in animation group gives different direction options to each transitions.
3. The animation option is in Advanced 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 ~~of~~ commands.
8. Ctrl + Shift + Z short-cut key to apply the outline borders around the selected cell.
9. To enter data in multiple lines in the same cell, use Alt + Enter key combination.

- 10) Transition are the special effects you see when one slide changes to another in Slide Sorter View, Show view.
- 11) Animation effects can be applied on both text and objects on a slide.
- 12) Action button is a ready-made button for ~~defining~~ defining hyperlink on a slide.
- 13) It is essential to connect a microphone to the computer while recording your sound.
- 14) From 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 depends on the format applied to the cell.

- 18) To repeat most of the commands or actions, press the F4 ~~to~~ 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.
22. To copy the data, 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 - 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 Excel 2016.

30. Transition effect appears when one slide changes to other during slideshow.