

KW
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Rev-2



- 1) There are four different animation effects such as Entrance, Emphasis, Exit, Motion Path.
- 2) The effect option in animation group gives different direction options to each transition.
- 3) The animation is in Advanced animation group. 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.
- 6) Action buttons are built-in shapes.
- 7) F4 function key is used to repeat most common.
- 8) Ctrl + Shift + F short-cut 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 effects you see when slide changes to another in Slide Show View.

- 11) Animation effects can be applied on both text and object on a slide.
- 12) Action button 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 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 function key.
- 19) You can minimise the worksheet by pressing of the Ctrl + F4 key combination.
- 20) The Enter and Cancel buttons are present on the Formula bar.

Date _____
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26) When you use F2 key for modification, the insert point appears at the end of the cell content.

27) To copy the data, the Ctrl+C key combination is used.

28) The default value for column width and row height in a worksheet are 2.48, 15, respectively.

29) The F2 function key is used to change the cell content of selected cell.

30) The Ctrl+V key combination is used to paste cell contents.

31) When you finish editing within a cell, the Excel returns to ready mode.

32) To select a range, hold down the Shift key and click on adjacent cells.

33) The Ctrl+A key combination is used to select an entire worksheet.

34) .xls is the file extension of MS Excel 2016.

35) Transition effect appears when one slide changes to other during slide show.