

30. Transitions ①

REV-2

Answers with questions.

- 1.) There are 4 different animation effects such as Entrance, Emphasis, exit, 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 shortcut key to create duplicate slide.

- 6) Action buttons are built-in Shapes.
- 7) ~~Alt~~ F4 Key function key is used to repeat most commands.
- 8) ~~Ctrl+Shift+B~~ Ctrl+Shift+B shortcut key to apply the outline border around the selected cell.
- 9) To enter data in multiple lines in the cell, use Alt+Enter key.
- 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 text and object on a slide.
- 12) Action buttons is a readymade button for defining hyper link on a slide.
- 13) From beginning button is present on the start slide show group.
- 14) Click on the play button to start the slide show.
- 15) Animation effects can be added to objects on a slide.
- 16) It is essential to connect a microphone to the computer while recording your slides.

17. The appearance of data and there 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. To repeat most of the commands or actions, press the Ctrl + F4 ~~function key~~ combination.
20. The Enter and Cancel buttons are present on the formula bar.
21. When you use F2 key for modification, the ~~text~~ cursor section with the point appears at the end of the cell.
22. To copy the data, the Ctrl + C key combination ^{can be} ~~is~~ 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 ~~paste~~ ^{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 screen returns to ready mode.

- 27 To select a range, hold down ~~the~~ the Shift key and click on adjacent cells.
- 28 The ctrl+a key combination is used to select an entire worksheet.
29. ~~o .xls~~ .XLS is the ~~excel~~ extension of MS Excel 2016.
30. Transition effect ~~appe~~ appears when one slide changes to other during slideshow.