

C.W  
8.10.21

## Revision-Test

Date  
Page

- 1) There are four different animation effects such as Entered, Emphasis, motion path and exit. 8) C
- 2) The Effect option in animation shows six different directions to each transition. 9)  
Advanced
- 3) The animation option is in Animation pane. It comes one object and applies it to another. 10)
- 4) The recorded sound files have extension Wave. 11)
- 5) Ctrl+D is the shortcut key to create duplicate slide. 12)
- 6) Action Shapes buttons are kept in Shape pane.
- 7) F5 is the function key to repeat most commands.

8) Ctrl+Shift+F7 short-cut key to apply the outline border around the selected cell.

9) To enter data in multiple lines use Alt+Enter key same cell combination.

10) ~~Alt~~ Transition are the special effects you see when one slide changes to another slide show view.

11) Animation effects can be applied on Text or object on a slide.

12) Action is a ready-made hyper link for defining on a slide.

13) It is essential to connect a computer with slides, audio, video, sound.

14) Bro From beginning history is present on the start state show group.

15) click on the play button to start the sound.

16) Animation effects can be added to object on slide.

17) The time appears of date defined on a worksheet used to be the format of cells.

18) ito repeat most of the commands or actions are the same as the original one.  
Eg function keys.

19) you can minimize the workbook by pressing the Ctrl+F4 key.

20) The Enter and Cancel buttons are present on the Form bar.

21) when you use F2 key or modification applied at the ~~end~~ <sup>end</sup> 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 points respectively.

24) The F2 key is used to change the content of a selected cell.

25) The ctrl + V key combination is used to paste the content of one cell to another.

26) When you finish editing a cell, the F2 key releases to ready mode.

27) To select a single sheet  
hold down the Shift key  
and click on document tabs

28) The ~~CTRL~~ key combination  
is used to select multiple worksheets

29) XLSX is the file  
extension of MS Excel 2010

30) Transition: effect appears on  
one slide changes to other  
during slide show