

# Computer

## Ch-3 & 4.

1. F11 function key is used to create a chart in a new sheet.
2. To change chart type and its subtype, select Design Tab & Change Chart Type
3. Add Chart Elements button is available in Design tab.
4. Add chart elements is available in chart layouts group.
5. A Combo chart is a combination of two or more charts.
6. The Goal Seek option is available on Data tab.
7. We can add the data of multiple sheet by using Consolidation feature.
8. The short cut to insert a frame is F5.
9. The tool panel of animate is divided into four parts as tools, view, colors, options.
10. animate cc was released on February 8 of 2016.
11. Properties Inspector is a panel that displays the properties of selected object.
12. The default extension of animate is .fla.
13. Keyframe can be of 2 types.
14. Ctrl + I short cut key to display document setting dialog box.
15. To make the properties panel visible on the screen press ctrl + F3 key combination.
16. The shortcut key to open color panel to set gradient is ctrl + shift + F9.
17. To ungroup the selected object press ctrl + shift + G.
18. linear gradient changes the color from starting point to ending point in a straight line.
19. Free Transform tool is used to for transforming the shape.

20. The shortcut to import a picture is Ctrl+R.
21. The major components of timeline are layers, frames and playhead.
22. Filters allows you to add interesting visual effects to text, buttons, and movie clips.
23. Data Series is a related set of data values.
24. Legend is a key that is used to identify the colours, patterns, or symbols assigned to data series.
25. A Bar chart displays data in the form of long rectangular rods.
26. Value axis is the vertical axis that is used to plot the values.
27. The purpose of grouping worksheets is to enter common data, formula and formatting.
28. Animate is a powerful animation software package developed by Adobe.
29. The Workspace is the arrangement of various Animate elements, such as the Tools Panel, Control panel, properties inspector and stage.
30. The Stage is the large white space that is seen at the center of the workspace.
31. The grey area surrounding the stage is called work area.
32. The Timeline is the area where one controls the sequence and timing of graphics of a movie.
33. Layers are like transparent sheets stacked on top one another, each containing a different image that appears on the stage.
34. Library panel acts as a store house of symbols in Animate?
35. The default stage size is 500 x 400 pixels.