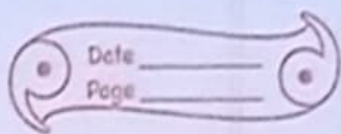# REVISION OF CH - 3, 4

① There are four ~~funct~~ 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 Actions buttons are built - in _shapes_ .

⑦ _F4_ function key is used to repeat most commands.

⑧ _Ctrl + Shift + 7_ 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~~_ key combination.

(10) <u>Transition</u> are special effects you see when one slide changes to another in Slide Show view.

(11) Animation effects can be applied on both <u>text</u> and <u>object</u> on a slide.

(12) <u>Action Button</u> is a ready-made button for defining hyperlink on a slide.

(13) It is essential to connect a <u>microphone</u> to computer while recording your sound.

(14) <u>From Beginning</u> button is present on the Start Slide Show Group.

(15) Click on the <u>Play</u> button to start the sound.

(16) <u>Animation</u> effects can be added to objects on a slide.

(17) The appearance of Date and Time on a worksheet depends on the <u>Format</u> applied to the cell.

(18) To repeat most of the commands or actions, press the <u>F4</u> ~~key combination~~ 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__ of the cell content.

(22) To copy the data, the __Ctrl + C__ key combination can be used.

(23) The default value for column ~~with~~ 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 slide show.