

Ch-3 & Ch-4
COMPUTER

- 1) There are four different animation effects such as Entrance, Emphasis, exit, motion path.
- 2) The effect option in animation group give different direction options to each transitions.
- 3) The animation painter 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) Action button are built-in shapes.
- 7) F4 function key is used to repeat most ~~com~~ commands.
- 8) Ctrl + Shift + 7 short cut key to apply the outline borders around the selected cell.
- 9) To enter ~~data~~ data in multiple, in the same cell, use Alt + Enter key combination.
- 10) Transition are the special effects you ~~see~~ see when one slides 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 ~~the~~ worksheet by pressing the Ctrl + F4 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 width and row height in a worksheet 8.43, 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 and entire worksheet.
- 29) .XLS is the file extensions of MS Excel 2016
- 30) Transition effects appear when one slide changes to other during slide show.

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