

Revision.

- 1) There are four different animation effects such as Entrance, Emphasis, Exit, Motion path
- 2) ~~There are~~ The Effect option in animation group gives different direction options to each transition.
- 3) The animation option is in Advanced animation group copies the animation from one object and applies it to another.
- 4) The recorded sound file have the extension .WAV
- 5) Ctrl+D is the short cut key to create duplicate slide.
- 6) Action buttons are built in Shapes.
- 7) The F4 ~~key~~ function key is used to repeat most commands.
- 8) ~~ctrl+shift~~ 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~~ Enter key
- 10) Transition are the special effects you see when one slide changes to another in slide show view.
- 11) Animation effects can 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~~ format applied to the cell.
- 18) To repeat most commands on action press F1 key.
- 19) You can minimize the worksheet by pressing the ctrl + F9 key combination.
- 20) The Cancel and Enter 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 values for column 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 key.
- 25) The ctrl + V key combination is used to paste the cell content.
- 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. .xlsx is the file extension of Ms excel 2016.

30. Transition effect appears when one slide changes to other during slide show.