Computer Fundamental-Descriptive MS Word

1. **What is RTF ? What is the advantages of RTF ?**

Ans : *RTF* (Rich Text Format) is a standard file format which simplifies the exchange of documents between different word processors and computer operating systems.

Advantages : 1. File Transparency, 2. No Risk of Viruses, 3. Smaller File Size for Text Documents.

2. **Discuss various aligments in MS Word ?**

Ans : **Align text left** : If we wish to left a paragraph, then click on the left alignment. Shortcut key : "Ctrl + L"

Align text center : If we wish to center a paragraph, then click on the center alignment. Shortcut key : "Ctrl + E"

Align text right : If we wish to right a paragraph, then click on the right alignment. Shortcut key : "Ctrl + R"

Align text justify : If we wish to justify a paragraph, then click on the justify alignment. which might make the last line of text in a paragraph considerably shorter than the other lines. Shortcut key : "Ctrl + J"

3. **What is text formatting ?**

Ans : We can format a document at different levels within MS Word. The most basic level is called text formatting. This relates to formatting characters and words within a document and covers the font type, font size, font colour, and font attributes such as bold, italic or underlining.

4. **How to change case in MS Word ?**

Ans : We can change the case of text in Word 2007 by using the Change Case button. The choices include UPPERCASE, lowercase, Sentence case, Capitalize Each Word, and even tOGGLE cASE.

Click the Home tab to display the Font group > Select the text you want to change > Click the Change Case button > Choose the item you want from the menu.

5. **Why do we use paragraph ? / What are uses of paragraph ?**

Ans : We will use this paragraph to illustrate several Microsoft Word features. It will be used to illustrate Space Before, Space After, and line spacing. Space Before tells Microsoft Word how much space to leave before the paragraph. Space After tells Microsoft Word how much

space to leave after the paragraph. Line Spacing sets the space between lines within a paragraph.

6. **What is Tabs (Tab stops) ? Name the tab stops available in MS Word ?**

Ans : "Tab Stops" was a vital method for formatting particulars items within a MS Word document.

Name of Tabs : **1**. Left Tab stop, **2**. Centre Tab stop, **3**. Right Tab stop, **4**. Decimal Tab stop, **5**. Bar Tab stop.

7. **Name the tabs available in MS Word ?**

Ans : **1**. Home tab, **2**. Insert tab, **3**. Page layout tab, **4**. References, **5**. Mailings, **6**. Review, **7**. View.

8. **How to apply bullets and numbering in MS Word ?**

Ans : To add bullets or numbering to a list of existing text items, follow these steps:

1. Start Word, and then open our document.
2. Select the list items to which we want to add bullets or numbering.
3. On the **Paragraph**toolbar from **Home** tab, do one of the following:

- Click the **Bullets**button if you want to add bullets.
- Click the **Numbering**button if you want to add numbering.

9. **What is table ? Mention the advantages of table ?**

Ans : MS Word allow us to insert tables in our document. A table will help us align columns and rows of text with ease.

Advantages : Tables help us format and organize complex data and present it as part of a publication. Tables can be used as a layout tool, where we can insert and format text or graphics without complicated publishing software.

10. **What is mail merge ? Steps of mail merge ?**

Ans : The Mail Merge feature is used to insert variable data into a fixed format by combining two files into one file. Two files need to be created before we can merge them; these are the data file and main document file.

Steps of mail merge : 1. Select document type, 2. Starting document, 3. Select recipients, 4. Write letter, 5. Preview letter, 6. Complete the merge (Individuals).

11. **How to print page range in MS Word ?**

Ans : If we want to print pages 3 through 10 we would select File > Print from the menu and type 3-10 in the Page Range box.

12. **What is the procedure of inserting Symbols in an MS Word document?**

Ans: Open the MS Word → Click the Insert tab →Click Symbols and select "more symbols" →Select desired symbols and click Insert button.

13. **How can you replace multiple wrong with correct ones at a time in MS Word? (MT)**

Ans:- 1.Open the a data file ms office.

2. Key shortcut (Ctrl + H) and open the Find Replace dialog box.
3. Find what→ section type wrong word.
4. Replace with → section type correct word.
5. Click the Replace All.

14. **Write down the keyboard shortcuts for the following functions:-**

a) Making fonts bold:

b) Making fonts underlines:

c) Making fonts italic:

d) Increasing font size:

e) Making a paragraph right –aligned:

Ans: a) Ctrl + B

b) Ctrl + U

c) Ctrl + I

d) Ctrl + Shift + > or Ctrl+]

e) Ctrl + R

15. **How can you add automatic page numbering in the header of an Ms Word document?**

Ans: You can insert automatic page numbering into a tab and from header & footer. Click on the insert tab and from the header and footer section click on the header icon.

16. **What are the uses of Header and Footer in MS Word?**

Ans: Header and footer are used to add common attributes of a file such as page number, date/time, filename with path, module name, section name, author name etc.

17. **How can you correct the spelling and grammatical mistakes in MS Word?**

Ans: We might want to use automatic spelling and grammar checking (the wavy red, blue, and green lines) to keep mistakes to a minimum while we work. Keyboard shortcut: F7.

18. **How can you add columns to an existing table in MS Word ?**

Ans: Select a cell-> select layout tab->from the ROWS and COLUMNS section/group select Insert left button or Insert right button.

19. **Describe the keyboard methods for navigating between the cells in a table in MS Word document?**

Ans: To move to the next cell : Tab.

Previous cell : Shift+ Tab .

20. **Describe how you can set custom margins and paper size for an MS Word document.**

Ans: Customs Margins: Page Layout->Page Setup->Margins->custom margin Page size: Page Layout->Page Setup->Size- >select paper size.

21. **How can you insert a picture (available as file in the computer) in a MS Word document?**

Ans: Insert Tab -> click picture button -> Select a picture -> click INSERT button.

22. **Write down the keyboard shortcut for the following functions of MS Word:-**

a) Opening the File Open dialogue box:

Ans : Ctrl + O

b) Saving the current document:

Ans : Ctrl +S

c) Opening the Print dialogue box:

Ans : Ctrl + P

d) Closing the current document:

Ans : Ctrl + W

23. **What is format painter ? (MT)**

Ans : Format Painter is used when we want to copy formatting from one item to another. For example if we have written text in Word, and have it formatted using a specific font type, color, and font size we could copy that formatting to another section of text by using the Format Painter tool.

24. **What are the two page orientations ?**

Ans : Page orientation is the direction in which a document is displayed or printed. The two basic types of page orientation are portrait (vertical) and landscape (horizontal).

25. **How can alphabetical sorting order in microsoft word ?**

Ans : We can sort in ascending order (A to Z) or in descending order (Z to A).

1. Select the text in a bulleted or numbered list.
2. On the **Home** tab, in the **Paragraph** group, click **Sort**.

3. In the **Sort Text**dialog box, under **Sort by**, click **Paragraphs**and **Text**, and then click either **Ascending** or **Descending**.

MS Excel

A cell address is used to identify a particular cell on a worksheet. It is denoted by a combination of the respective column letter and a row number.

As shown above, the highlighted cell belongs to the column 'D' and row 5, so the cell address is read as D5.

Relative cell referencing	Absolute cell referencing
In Relative referencing, there is a change when copying a formula from one cell to another cell with respect to the destination. cells' address	Meanwhile, there is no change in Absolute cell referencing when a formula is copied, irrespective of the cell's destination.
This type of referencing is there by default. Relative cell referencing doesn't require a dollar sign in the formula.	If you don't want a change in the formula when it's copied across cells, then absolute referencing requires you to add a dollar sign before and after the column and row address.

1. First, choose the data you want to protect.

2. Hit Ctrl + Shift + F. The Format Cells tab appears. Go to the Protection tab. Check Locked and click OK.

3. Next, go to the Review tab and select Protect Sheet. Enter the password to protect the sheet.

Let's now move onto our next question on our list of Excel interview questions.

5. How is a Formula different from a Function in Excel?

Formula	Function
The formula is like an equation in Excel, the user types in that. It can be any type of calculation depending on the user's choice.	Whereas, a function in Excel is a predefined calculation which is in-built in Excel.
Manually typing out a formula every time you need to perform a calculation, consumes more time. Ex: = A1+A2+A3	However, performing calculations becomes more comfortable and faster while working with functions. Ex: = SUM(A1:A3)

6. Mention the order of operations used in Excel while evaluating formulas.

The order of operations in Excel is referred to as PEDMAS. Shown below is the order of precedence while performing an Excel operation.

- Parentheses
- Exponentiation
- Division/Multiplication
- Addition
- Subtraction

As seen above, first, the data in the parentheses is operated, followed by the exponentiation operation. After that, it can be either the division or multiplication operations. The result is then added and finally subtracted to give the final result.

Let's look at an example of the PEMDAS precedence in the next question on our Excel interview questions list.

To write a formula for the above-stated question, we have to follow the PEDMAS Precedence. The correct answer is ((A1*10)+5)/2.

Answers such as =A1*10+5/2 and =(A1*10)+5/2 are not correct. We must put parentheses brackets after a particular operation.

8. What is the difference between count, counta, and countblank?

The count function is very often used in Excel. Here, let's look at the difference between count, and it's variants - counta and countblank.

1. COUNT

It counts the number of cells that contain numeric values only. Cells that have string values, special characters, and blank cells will not be counted. Shown below is an example of the count function.

2. COUNTA

It counts the number of cells that contain any form of content. Cells that have string values, special characters, and numeric values will be counted. However, a blank cell will not be counted.

3. COUNTBLANK

As the name suggests, it counts the number of blank cells only. Cells that have content will not be taken into consideration.

9. What is the shortcut to add a filter to a table?

The filter mechanism is used when you want to display only specific data from the entire dataset. By doing so, there is no change being made to the data. The shortcut to add a filter to a table is Ctrl+Shift+L.

11. How can we merge multiple cells text strings in a cell?

To merge text strings present in multiple cells into one cell, you can use the CONCATENATE(). Shown below is an example of the concatenate function.

Another way of combining cell values is by using the "&" operator, as shown below:

12. How can you split a column into 2 or more columns?

You can split a column into 2 or more columns by following the below steps:

1. Select the cell that you want to split. Then, navigate to the Data tab, after that, select Text to Columns.

2. Select the delimiter.

3. Choose the column data format and select the destination you want to display the split.

16. How does the IF() function in Excel work?

In Excel, the IF() function performs a logical test. It returns a value if the test evaluates to true and another value if the test result is false. It returns the value depending on whether the condition is valid for the entire selected range.

17. How do we use the SUMIF() function in Excel?

The SUMIF() function adds the cell values specified by a given condition or criteria. Given below is an example of the sumif function.

18. WHAT ARE CHARTS IN MS EXCEL?

MS Excel charts are tools to display the data in different ways. These diagrams may include Bar, Pie, Field, Line, Doughnut, etc.

24. How do you find duplicate values in a column?

To find duplicate values in a column, you can either use Conditional Formatting or the COUNTIF() function.

1. Conditional Formatting

First, go to the Home tab, then under Conditional Formatting, select 'Highlight Cells Rules'. Then choose 'Duplicate Values'.

Below, we have highlighted the cells in the 'Name' column that have been repeated.

2. COUNTIF()

You can write a COUNTIF() function to check if the values in a particular column are repeated.

25. How can you remove duplicate values in a range of cells?

1. To delete duplicate values in a column, select the highlighted cells, and press the delete button. After deleting the values, go to the 'Conditional Formatting' option present in the Home tab. Choose 'Clear Rules' to remove the rules from the sheet.

2. You can also delete duplicate values by selecting the 'Remove Duplicates' option under Data Tools present in the Data tab.

26. What are the wildcards available in Excel?

Wildcards only work with text data. Excel has three wildcards.

1. * (Asterisk)

This refers to any number of characters.

The example stated below filters the customers whose name ends with "a".

For that, we use "*a".

MS EXCEL DEFINITION

MS Excel is a commercial table program developed and licensed by Microsoft operating systems for Microsoft Windows and Mac OS. It provides simple calculations, the use of graphical tools, pivot tables, and macros, etc. Spreadsheet applications such as MS Excel use cell selection to organize and manipulate data arranged in rows and columns. You may also display data as diagrams, histograms, and line graphs.

EXPLAIN MS EXCEL IN BRIEF.
Microsoft Excel is a tablet or a computer program that stores data in a table. Excel is compatible with different operating systems, including Windows, macOS, IOS, and Android.

MS Excel has some of the main features:

- Graphing tools
- Integrated features (SUM, DATE, COUNTIF)
- Permit Data Analysis via tables, charts, filters
- Visual Simple Application Accessibility (VBA)
- Worksheet process and versatile workbook
- Enables fast validation of data

2. WHAT DO YOU MEAN BY CELLS IN AN EXCEL SHEET?
The junction of a column with a row to insert the information is called a cell. In a single sheet of excel, there are a total of 1,048,576 x 16,384 cells.

3. EXPLAIN WHAT A SPREADSHEET IS.
Spreadsheets are cell compositions that assist you in data management. There may be more than one worksheet in one workbook. You can see all the sheets and the names you gave them at the bottom of the window. Look at the following picture:

4. WHAT DO YOU MEAN BY CELL ADDRESS?

The cell address of an Excel sheet is the address obtained by combining the row-number and the column-alphabet. A different cell address is given for every cell in an MS Excel sheet.

5. CAN YOU FORMAT MS EXCEL CELLS? IF YES, THEN HOW?

Yes, you can format MS Excel cells. You may use the commands in the Font category of the Home tab to format these cells. You can see the following options when you open the Font window:

6. CAN YOU ADD COMMENTS TO A CELL?

You can add notes, yes. Select the cell, right-click on it, then select the New Comment option to add comments to the cell. All those people with access to the Excel sheet can see these remarks.

Comments for many reasons are used:

- To explain the function of cells
- To clarify a cell formula
- To leave notes about a cell for other users

7. WHAT IS RIBBON, AND WHERE DOES IT APPEAR?

The Ribbon is essentially your main Excel interface, and you can find it at the top of the Excel window. It provides users with direct access to many of the main commands. It includes several tabs, including Paper, House, Display, Insert, etc. You can also modify the ribbon according to your needs. Right-click on the Ribbon to change and choose the option "Customize Ribbon." The following window will appear:

10. CAN YOU PROTECT WORKBOOKS IN EXCEL?

Yes, you can safeguard workbooks. For this, Excel offers three options:

- You can access workbooks with passwords.
- You may prevent adding, removing, hiding, or unhiding sheets.
- Excel offers a defense against changing window sizes or positions.

11. HOW DO YOU CREATE DROPDOWN LISTS IN EXCEL?

Follow the steps given to build drop-down lists:

- Click on the Ribbon Data tab.
- Click on Data Validation from the Data Tools Community.
- Setup>Allow>List to navigate
- Pick the array of the source list.

19. WHAT DO YOU UNDERSTAND BY EXCEL FUNCTIONS?

In Excel, functions are used to carry out those tasks. Excel has several integrated features that are used to measure the outcomes of different formulas, helping to save time. Furthermore, these functions allow the execution of formulas that were difficult to write down manually quite simple.

20. WHAT IS THE OPERATOR PRECEDENCE OF FORMULAS IN EXCEL?

Excel formulas are carried out under the BODMAS law. As many of us know, BODMAS reflects the addition and subtraction of the Brackets Order Division. That implies, the brackets are performed first in every formula (if present) and then multiply, divide, etc.

=(7+5)*3
As you can see, the performance is 36, which means that 5+7 gets added first and three times more. If the brackets are not defined, the result will first be multiplied by 3 to 5 and added 7, i.e., 15 + 7, to 22.

25. HOW WILL YOU OBTAIN THE CURRENT DATE IN EXCEL?

The TODAY function obtains the current date. The current date gets returned in the date format of the MS Excel.

SYNTAX: TODAY()
Example:

27. WHAT IS THE DIFFERENCE BETWEEN FORMULAS AND FUNCTIONS IN EXCEL?

Formulas are specified by the consumer who uses some results to measure them; either simple or complex formulas can consist of values, functions, names, etc.

On the other hand, a Function is a built-in code that gets employed in some actions. Excel has many integrated functions like SUM, PRODUCT, IF, SUMIF, COUNT, and so forth.

28. WHAT IS THE BENEFIT OF USING FORMULAS IN EXCEL SHEETS?

The Excel sheet calculation not only lets you track the final "sum up" of the number but automatically calculates the number replaced by a new digit or number. The complex calculations are made simple with Excel sheets, such as the payroll deduction or the student averaging results.

30. HOW IS CELL REFERENCE USEFUL FOR CALCULATION?

For calculation, the cell reference prevents writing the data repeatedly. You must direct Excel to that data's specific position when you write any formula for a particular function. The cell reference point is called this spot. Each time the cell adds a new value, the cell is determined based on the reference cell's formulation.

31. WHAT DOES THE FUNCTION "AND" IN EXCEL DO?

In Excel, the AND Function is a logical function that tests/evaluate multiple conditions and returns "true" or "false" depending on whether or not they are met. The AND function is defined as "=AND(logical1,[logical2]…)," where "logical1" is the first condition to be evaluated.

If all of the logical values or conditions are true, then it returns "true." If any of the logical values or conditions are evaluated as false, it returns "false." Depending on the circumstances and the requirement, it may have more logical values. Non-zero values are treated as "true" when evaluating numbers; zero is considered false.

32. WHAT IS THE USE OF A MACRO IN EXCEL?

The use of macros allows you to perform a series of tasks repeatedly, and Macros can be used to automate repetitive tasks and instructions.

PowerPoint

1) What is PowerPoint? Why is it used?

PowerPoint is a tool of Microsoft that is used to make presentations. It contains slides to present the data. With the help of MS PowerPoint tool, you can represent your idea or plan virtually using text, video, and images.

PowerPoint comes in MS Office Suite. It helps to represent the data in an attractive way by allowing the user to add text, image, graphics, audio, and video in it. You can call it a presentation program.

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2) What do you understand by motion path in PowerPoint?

A motion path is a method of moving objects on a slide. PowerPoint allows its users to add motion to an object in the slide. You can add motion to an object from the **Animation** tab by selecting an object.

Basically, the motion path is a part of advanced animation that helps to take an object in a moving state. This object can be any text, image or graphics. When you add a motion to an object, it appears on click in different ways like in a circle, spin, or anything else.

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3) How to protect a presentation by setting up a password on it?

Set a password on a file to which you want to protect. Follow the below steps to set a password:

File -> Info -> Protect Presentation -> Encrypt with Password

- Open the file which you want to make password protected.
- Go to **File** in the menu bar and click on the **Info** present at the left of the panel.
- Here, click on the **Protect Presentation** dropdown menu under which you will get an option **Encrypt with Password**. Click on it to protect the file with a password.
- Create a password for the file. (It will ask two times to set a password.)

- Now, file is password protected. It will ask for the password whenever you will open it.

Note: This password is case-sensitive. If you lost or forget the password, file is not recoverable.

4) Which shortcut key is used to start and exit from the slideshow?

- Press the **F5** key to start the slideshow of a PowerPoint presentation.
- To exit from the slideshow, use **Esc** (Escape Key).

5) Can you insert an online video into a presentation? If yes, how?

Yes, we can insert a video from the device and also from online to a presentation. Follow the below step to insert a video:

- Open the file and go to that slide where you want to insert a video.
- Navigate to the **Insert** tab in menu bar. You will see a **Video** option at the end of the Insert menu; click on it.
- You will get two options: **This Device** and **Online Videos**. Choose one of the options to insert a video either from the device or online.
- Click on the **Online Videos** that will open a window where copy and paste a link of the video and click on the Insert button give below and add the video to the slide.
- You can provide the link of the video either from the YouTube, Facebook, or any other video site.

Remember that - this online video will play in your presentation only when your computer system will be connected to the internet.

6) What do you understand by placeholder?

The areas enclosed by the dotted borders on the slides are called Placeholders. Simply, you can say that placeholder is the enclosed areas on the slide.

7) How do transitions help to make the presentation attractive?

MS PowerPoint offers several types of transitions, which makes the presentation attractive and effective. When you add a transition on a slide, the slide changes in a different way rather than simple.

Navigate to the **Transition** tab to get different transition options, such as split, fade, push, clock, dissolve and many more. Choose any of the transitions and apply them to the slide. You have to add transition on each slide individually.

You can use any number of transitions in a presentation. In a PowerPoint presentation, each slide can have a different transition.

8) What is a slide sorter view?

Slide Sorter View is a view to see the slides presentation in a sorter view. It allows the users to see all the slides in a single view. Slide Shorter View makes it easy for the users to sort and organize the slides in a sequence if they want to print their slides.

You can get this slide sorter view near the Reading View option in the toolbar section. Besides that, you can also get it at the bottom of the slide window on the taskbar or inside the **View tab** on the ribbon.

9) How to add a motion path?

A motion path is a part of **advanced animation**, used to take an object in moving state. This object can be any text, image or graphics. PowerPoint offers various types of motions, such as Circle, 4 Point Star, 6 Point Star, Hexagon, Funnel, Curvy Left, and many more. Motion Path comes under the advanced animation category.

Steps to add a motion path to an object:

1. Select the text or image on which you want to apply the motion path.
2. Go to the **Animation** tab in menu bar.
3. Click on the **Add Animation** with your object.
4. Scroll down and click on the **more motion paths**. Here you will get 40+ motion path animations.
5. Choose one of them and click on **OK** to apply it with your selected object.

11) Is it possible to convert a presentation into a video? If Yes, How?

Yes, we can export a PowerPoint presentation into a video. MS PowerPoint allows the users to convert a presentation into different formats like PDF/XPS document, video document, Handout, and more. It also allows the users to export a presentation as a package presentation for CD.

Steps to convert PowerPoint presentation into a video:

- o Go to the **File** in the menu bar.
- o Click on the **Export** at the left panel of the PowerPoint. It will show the different options to convert a presentation into PDF/XPS document, video, Handouts, and more.
- o Here, click on **Create a Video**
- o Click the list by the down arrow and choose the video quality to **Full HD, Ultra HD, Standard**, or **HD**.
- o After selecting the video quality, click on the **Create Video** button given below to the video quality option.
- o Save the video by a name. It will take time to export the ppt into a video, depending on the file size.

12) What extension is used to save the PowerPoint file.

PowerPoint uses **.ppt extension** to save a presentation file. PPT is also an acronym for the PowerPoint presentation. It means that people usually call the PowerPoint presentation as PPT.

13) What does the PowerPoint environment contain?

A PowerPoint environment usually contains the **Quick Access Toolbar, Ribbon** at the top, **Slides tab** at the left of the screen, **scroll bar** at the right of the screen, **Zoom Control** and **Slide View** at the bottom.

14) What do you understand by Slide view?

Slide View is a view to see the presentation slides in four different modes, which are -

1. Normal
2. Slide Sorter
3. Reading View
4. Slide Show

In PowerPoint, all four slide modes available at the bottom of PowerPoint.

15) What is the use of Zoom control?

Zoom control allows the users to zoom-in and zoom-out the slide. This zoom control shortcut option presents at the bottom of the PowerPoint and near the slide view.

Zoom Control has a range meter containing a range between 10 to 400. Usually, PowerPoint user Keeps this meter at 69% or 71% readability.

16) Tell us the simple steps to encrypt a PowerPoint file with a password?

Open the file which you want to make password protected.

Go to the **File** -> **Info** -> **Protect Presentation** -> **Encrypt with password**.

Enter the password and confirm password to set the password on the selected file.

Click on **OK** at last.

18) What is a Live PowerPoint presentation?

The live Presentation feature is announced by Microsoft that is available only for PowerPoint on the web. This feature is used to share and present the presentation globally, connecting via internet. It is a free service to use by all, but you just have to login in Microsoft account.

If the presenter allows, the remote user can download the presentation as well.

19) Is Live presentation require any subscription?

To use the Live presentation feature of PowerPoint, the presenter must have Microsoft 365 subscription. However, the audience does not need to have a subscription of Microsoft 365.

Without having a Microsoft subscription, the audience can view the presentation on their devices using the Live presentation option. They can also read the subtitle in their preferred language. The audience can also provide the live reaction and feedback to the presenter through comments.

20) How to get start Live presentation in PowerPoint?

Live Presentation feature is announced by Microsoft that is available only for PowerPoint on the web. Presenter can add the audience by just sharing a direct link to them. It will show your presentation in real-time to the audience from a browser.

Steps to get start Live presentation:

- o Navigate to the **Slide Show** tab, where you will get the online presentation option.
- o Click on the **Present Online** option here.
- o This will lead to the Online Office Presentation Service.
- o Click on **CONNECT** button on this popup window.
- o Sign in to your Microsoft Office account with your registered Email ID and password.
- o Start presenting your presentation to the global audience by sharing its link.

21) In which version Live presentation added in MS PowerPoint?

Microsoft announced the Live presentation feature in MS PowerPoint 2013.

23) How would you insert a logo that will appear in the same position on all the slides?

Insert the logo on the Slide master. So, the logo will appear in the same position on all the slides.

24) What is the use of notes pane?

The presenter uses notes pane to keep the supplement information during the presentation. It does not appear on the slide.

You will get the option of Notes at the bottom of the PowerPoint environment. If you want to add any note with a slide, go to that slide and click on Notes and write the note.

25) How to group multiple shapes in PowerPoint?

Grouping of shapes allows the user to move the multiple shapes together. When the multiple shapes are grouped, these are treated as a single shape. However, you can also move any shape individually inside the group shape.

By following few simple steps, you can group multiple shapes into one. Here, we have these steps:

- o   Select all the shapes using **Shift + click**, which you would like to group together.
- o   Right-click on the selected shape.
- o   A list will open where you will get an option of **Group**.
- o   Inside it, again click on **Group** and group all the shapes into a single shape.
- o   Now, these shapes can move together as a single shape on the slide.

26) Which view is best when the transition is applied on all slides?

Slide Shorter View is the best view to see the transition applied on all slides.

27) How can you create a new presentation?

PowerPoint allows the users to create a new presentation in three different ways. Here, we have -

- o **Using Blank presentation -** Use a new blank presentation slide to create a new presentation.
- o **From design template -** You can use any design template of PowerPoint instead of the blank slide to create a new slide.
- o **Using Existing presentation -** You can use an old presentation and use its format to create a new presentation.

28) What is the shortcut key used to insert a new slide between the current presentation?

Use Ctrl + M shortcut command to insert a new slide to the current presentation. It will add a new slide below the slide open currently.

31) Which shortcut command is used to open an existing document?

Ctrl + O is a shortcut command which is used to open an existing document in PowerPoint.

32) How to embed a chart of Excel to PowerPoint presentation?

By embedding the chart of Excel in your PowerPoint presentation, you can directly show the excel data here. So, the user does not require to create a table here to show the data. Follow the below steps to embed an Excel chart to PowerPoint presentation:

- o Open the presentation file and go to that slide where you insert an Excel chart.
- o Navigate to the **Insert** tab in menu bar.
- o Here, under the **Text** section, click on the **Object**.
- o A popup window will show you where mark the **Create from file** radio
- o Click on the **browse** to search the existing excel file on your device.

o   Select a file and click on the **OK** button to insert that excel file.

o   In the end, click on the **OK** button to close all the tabs.

Note: Check the Link checkbox if you would like to reflect the changes here, made in the excel sheet. If you do not want to reflects the changes, do not mark the checkbox.

o   An image of the excel chart will be inserted to the PowerPoint slide successfully.

33) What is the purpose of embedding an Excel chart in a PowerPoint presentation?

By embedding the chart of Excel, you can represent your excel data in your PowerPoint presentation. So, you do not need to create the table specifically to show the excel data.

This feature also enables the users to Link the real-time changes to the presentation. Mark the **Link** checkbox on the popup window while embedding the excel chart. This will reflect the changes in the PowerPoint presentation that will be made in the excel sheet.

34) Can we customize the PowerPoint ribbon?

Yes, PowerPoint allows its users to customize the ribbon. You can add or remove any options from it.

o   Right-click on the ribbon and click on **Customize the ribbon**.

o   Now, you can add or remove items from here.

35) How could you add Header/Footer in PowerPoint?

Steps to add Header/Footer to PowerPoint slide:

o   Navigate to the **Insert**

o   Inside the **Text section,** click on the **Header & Footer**. A popup window will open.

o   Here, you can add the footer on all slides or a single slide.

o   Mark the **Footer** checkbox and add the text you would like to display inside the footer.

- o   In the end, click on **Apply All**

- o   Footer will be added to all slides in the presentation.

36) How to insert slide number on presentation?

Steps to insert slide number on PowerPoint slides:

- o   Navigate to the **Insert**

- o   Click on the **Slide Number** under the text section inside the ribbon.

- o   Here, you can insert the slide number on all slides.

- o   Mark the **Slide Number** checkbox and click on the **Apply All**

- o   Apply All adds the slide number to all slides in the presentation.

38) If someone does not have PowerPoint installed on their devices, how he/she could see that presentation?

In this scenario, save the PowerPoint presentation in another format like PPS (Power Point Show) PDF, XPS, or export the presentation in video. Besides that, you can also use package presentation for CD.

All these methods do not require PowerPoint application.

40) What happens if you edit an image inserted in PowerPoint?

In case you edit an image inserted in PowerPoint, the original image will not change. Changes will only reflect for PowerPoint image; they will not reflect on the original image saved in your devices.

41) Which command is used to bring the user directly to the first slide of the presentation?

Hit **Ctrl + Home** command to directly take you to the first slide of the PowerPoint presentation.

42) Which command is used to directly take the user to the last slide of the presentation?

Hit **Ctrl + End** command to directly take you to the last slide of the PowerPoint presentation.

47) Is it allowed to make a PDF of the PowerPoint presentation?

Yes, you can make the PDF of the PowerPoint presentation. PowerPoint allows the users to convert the PowerPoint slides to a PDF documents.

Follow the steps below to make PDF -

- o Go to the **File tab** in menu bar to save the file in PDF file format.
- o Click on the **Export** at the left panel of the PowerPoint. This will show the different options to convert a presentation into like, PDF/XPS document, video, Handouts, or more.
- o Here, click on **Create PDF/XPS Document**
- o Provide a name to file and save it on your device.
- o It will create the pdf document file for you at the place of PowerPoint slides.

48) What term will be used when you hold the left key of the mouse on an object and move it on the slide.

Dragging. When one holds the left key of the mouse on an object and moves it on the PowerPoint slide, this action is called dragging.

50) Can we apply the same transition on all slides in a PowerPoint presentation? If yes, how?

Yes, we can apply the same transition on all slides of a PowerPoint presentation. Follow the below step to see how to do that -

- o Open an existing PowerPoint presentation or create a new one.

o   Select a transition from the **Transition** You can choose any transition like Wipe, Split, Dissolve, Checkerboard, clock, etc.

o   Now, click on the **Apply to All** button present in the PowerPoint ribbon inside the **Timing**

o   Your selected transition will be applied to all the slides of the presentation.

Press the **F5** function key and check the transition is applied successfully on all slides.

1) How you can set password in PowerPoint 2013?

To set a password in power point

- Go to File > Click on Info
- Click on protect presentation
- Under which there is an option, "Encrypt with Password" , click on it
- Hit "OK" once you enter the password
- Now it will again ask to Re-enter the password
- OK Exit

5) How you can create a video in PowerPoint 2013?

- Select the **file** tab
- Select **Export** and then click **Create a Video** , video export option will appear on the right
- Click the drop down arrow next to Computer and HD Displays for the size and quality of your video
- Select the option according whether you want to record narration or not
- Click **Create Video** and then save the video

6) How can you play music for the duration of your slide show in PowerPoint 2013?

- Download or store music to your PC hard drive and from there upload it to PowerPoint
- In the main menu on the **"Insert"** tab, click **"Audio"** and then click on "Audio on my PC"
- Locate and double click the music file
- Click on **"Play in Background"** under **"Playback"** tab

9) How you can copy slide master from one presentation to another in PowerPoint 2013?

- Open both the presentation which you want to copy and where you want to copy
- In the presentation that contains the slide master that you want to copy on the **view** tab and click **Slide Master**
- In the slide thumbnail panel, right click the slide master and then click **Copy**
- On the **View** tab , click Slide Master.
- In the thumbnail panel, right click the slide master and then do one
- Click **Close Master View** on the **Slider Master** tab once done

10) Can we make PowerPoint slides into PDF files in PowerPoint 2013?

To convert PowerPoint slides into PDF files select

- **File à Export à Create PDF/XPS document**. Click the create PDF/XPS button

17) How you can protect your presentation in PowerPoint 2013?

To protect your presentation in PowerPoint 2013,

- Click the **File** to **Backstage View**
- In Info panel, click the **Protect Presentation** command
- In drop down menu, choose the option that best suits your needs.
- Let say if you mark it as final a pop up box will appear asking you to save document as final
- When you click OK another pop up box appear confirming the document is saved as final

21) How you can customize slide layout?

To customize slide layout

- Navigate to **Slide Master** view

- Locate and select the desired layout in the left navigation panel. Over each layout you can hover the mouse to see which slides are currently using that layout in presentation
- The background graphics may be hidden in some layouts, to show this graphic uncheck the box next to **Hide Background Graphics**
- You can also add, remove or delete any objects as desired
- When you finish click on **Close Master View** command on the **Slide Master** tab

22) How you can rehearse the slide show timing in PowerPoint 2013?

To set or rehearse the slide show

- Select the **Slide Show** tab and then locate the **Set Up** group
- Click the **Rehearse Timing** icon on ribbon and it will take you to the full screen of your presentation
- You can start rehearsing your PowerPoint presentation, and your presentation timing will be noted down by rehearsing time
- Click on next arrow on the **Recording Toolbar** to move to the next slide
- At the end of your presentation, PowerPoint will close the full screen view and give the total timing for the presentation at the end.

23) How to change effect's start option?

To change the effect's start option,

- From the animation pane, select an effect. A drop down arrow will appear next to the effect
- Click the drop down arrow, there will be three option that will appear

Start on Click: It will start the effect when mouse is clicked

Start with Previous: It will start the effect at the same time as the previous

Start after Previous: It will start the effect when the previous effects ends

24) How you can embed a chart from Excel to PowerPoint?

To embed a chart from excel to PowerPoint,

- Go to **Insert** tab
- In the **Text** group click the **Object** command

- A dialog box will pop up, select **Create from file** and then click on **Browse**
- Select your Excel file and then click on **Insert**
- Check the box next to **Link to file** if you would like to **link the data** to the Excel chart. This will update your chart automatically whenever the changes are made to the excel chart
- Click **OK** and the chart will appear in presentation

25) How you can record a slide show?

Record a slide show option is similar to rehearse time function but more comprehensive, you can include narration for your presentation by using **record a slide show**

- In main menu, click the **Slide Show** tab and locate the **Set Up** group
- Click the **Record Slide Show** from the drop down.
- Now can select either of the option **Start recording from beginning** or **Start recording from current slide**
- A checkbox will appear asking "slide and animation timing" and "Narration and laser points". If you have checkbox the option click on **Start Recording**
- When you finish recording first slide you can move to record next slide by clicking on next button on the **Recording Toolbar** in the top left corner or use the right arrow key