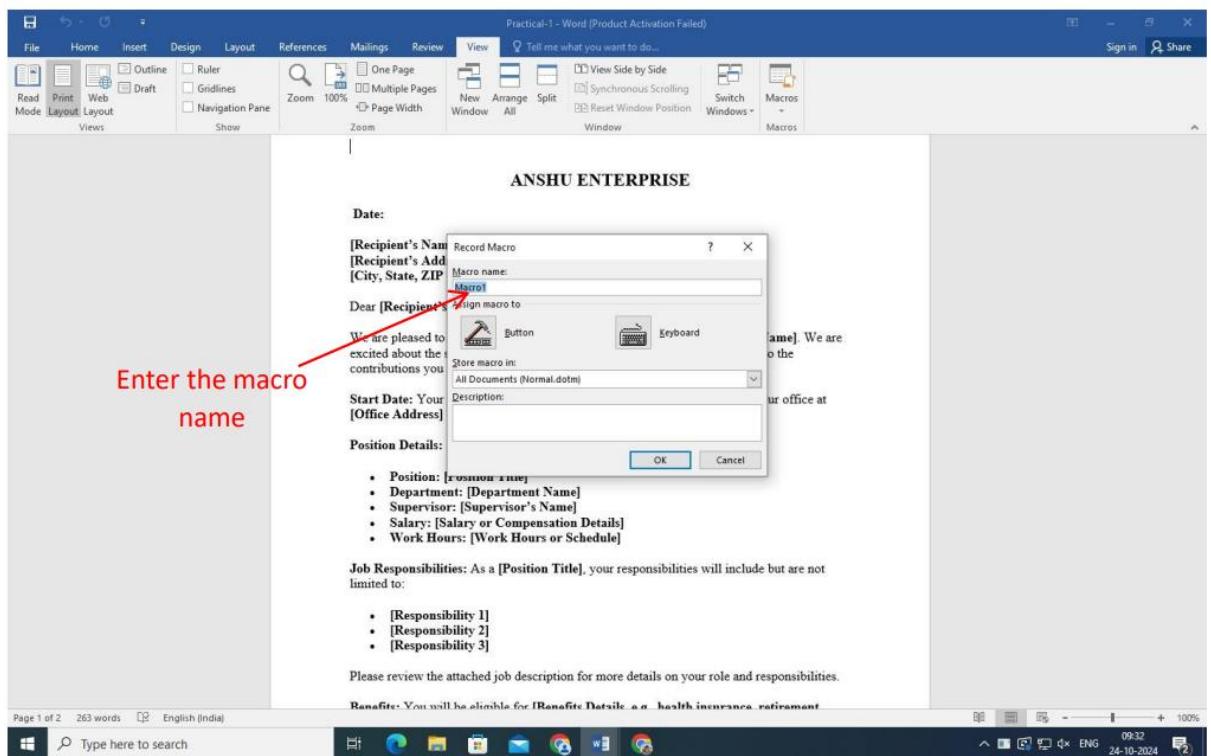
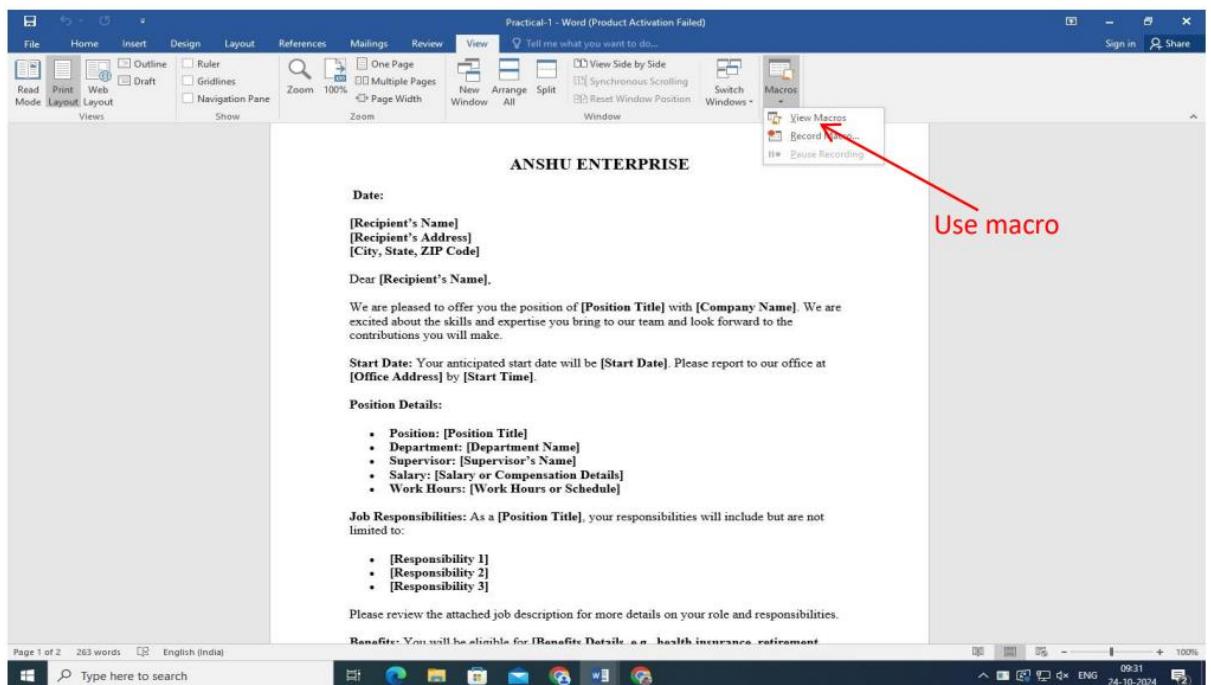
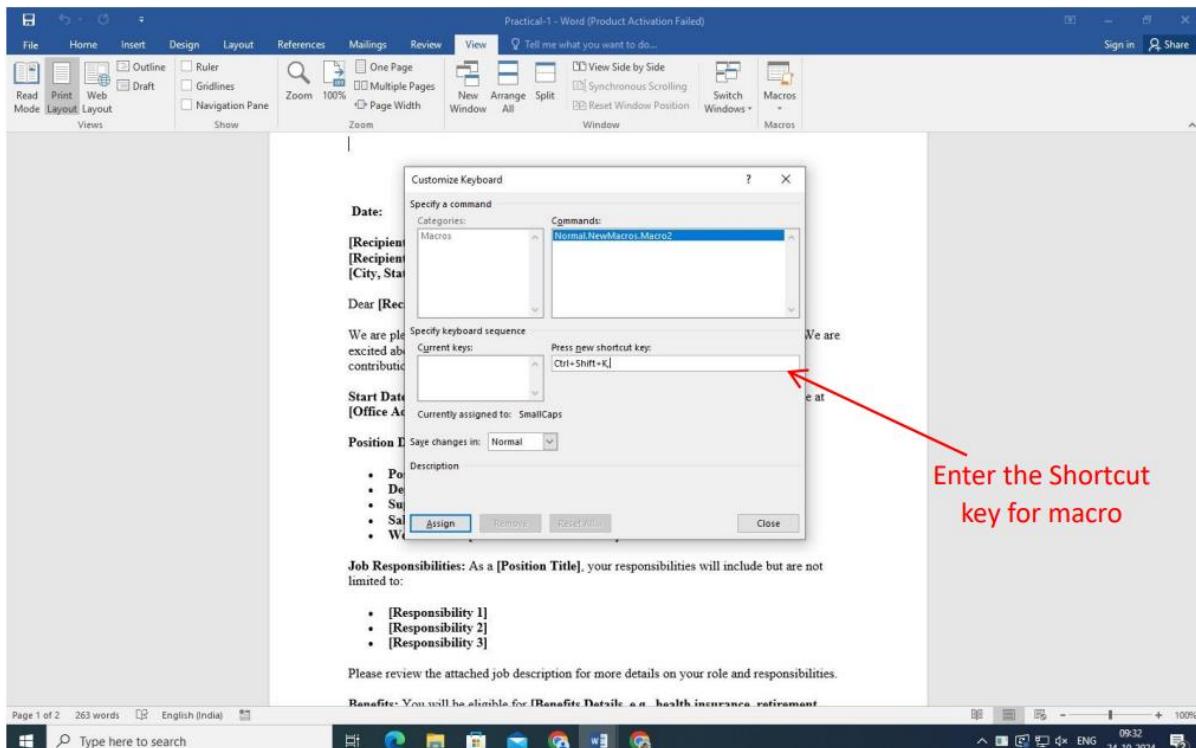


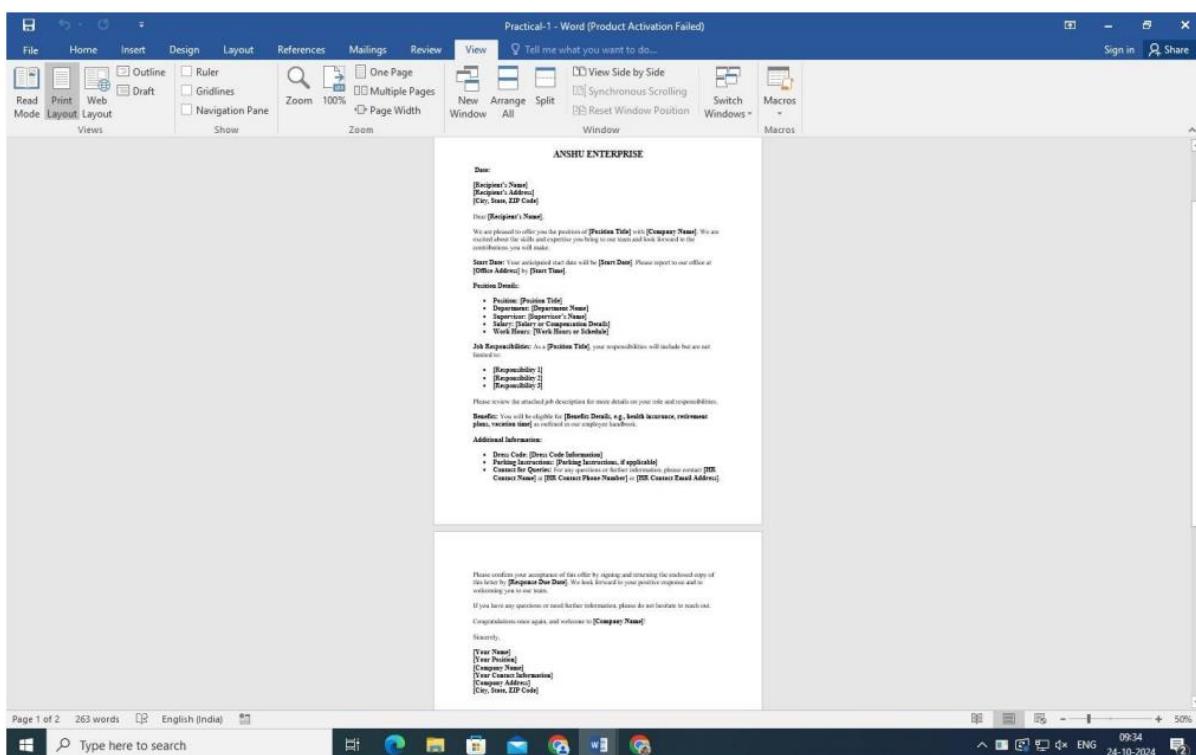
## ASSIGNMENT: 1

- 1. How do you create a macro in Microsoft Word to generate a customized appointment letter that includes placeholders for the recipient's name, position, start date, and other details, and then execute the macro to produce a formatted letter?**

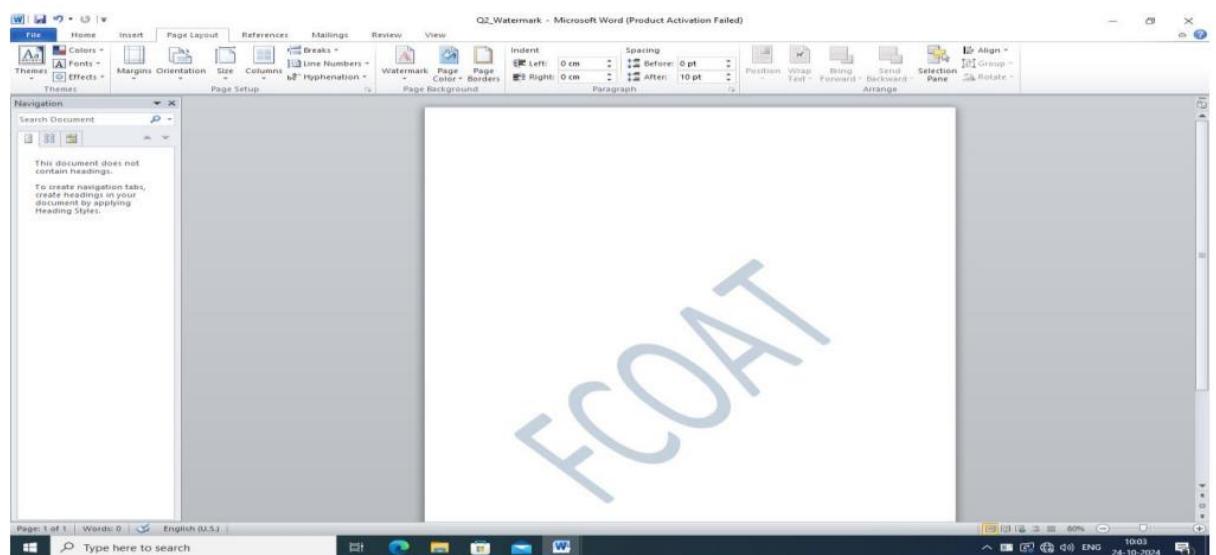
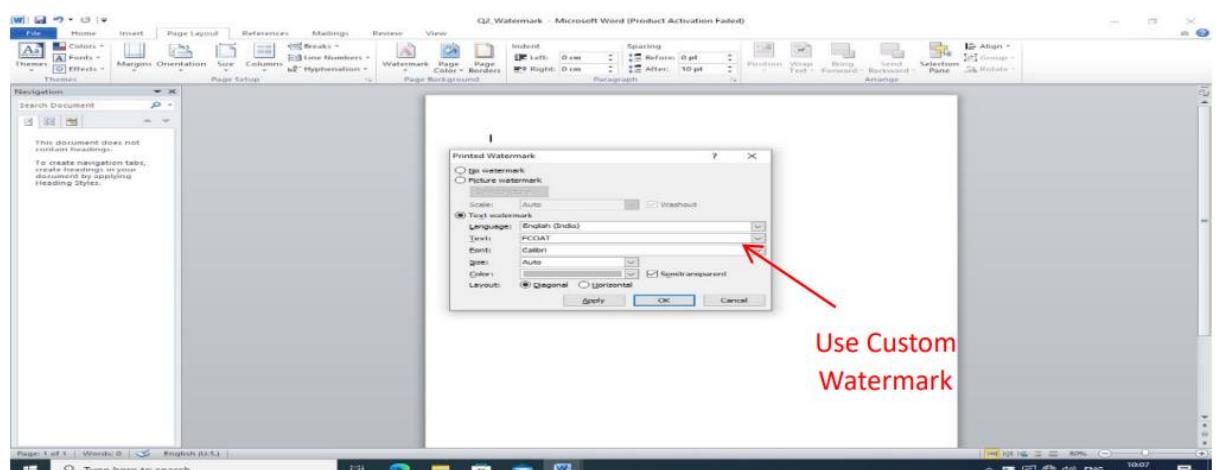
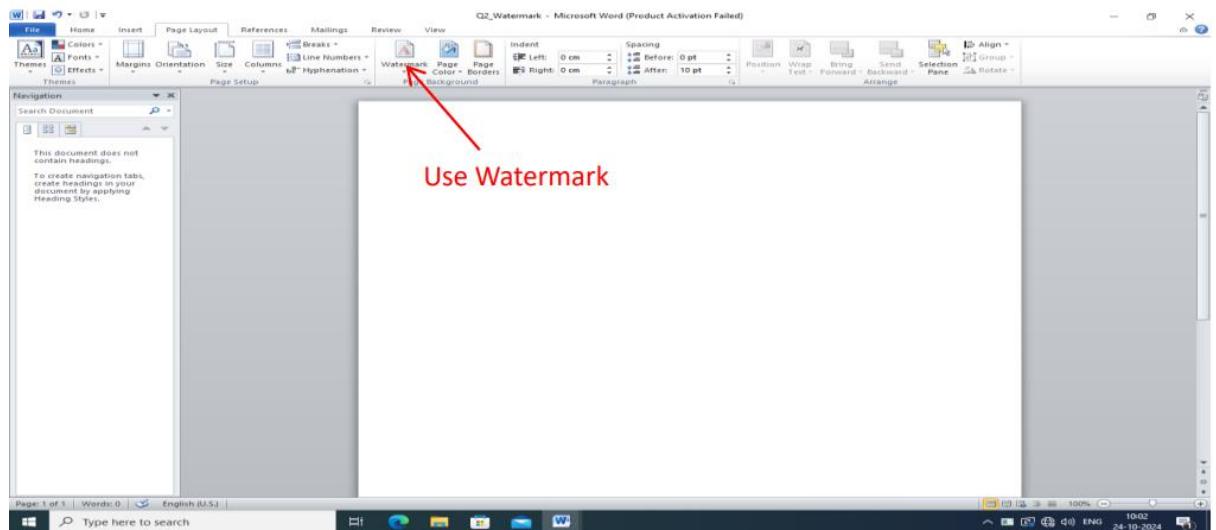




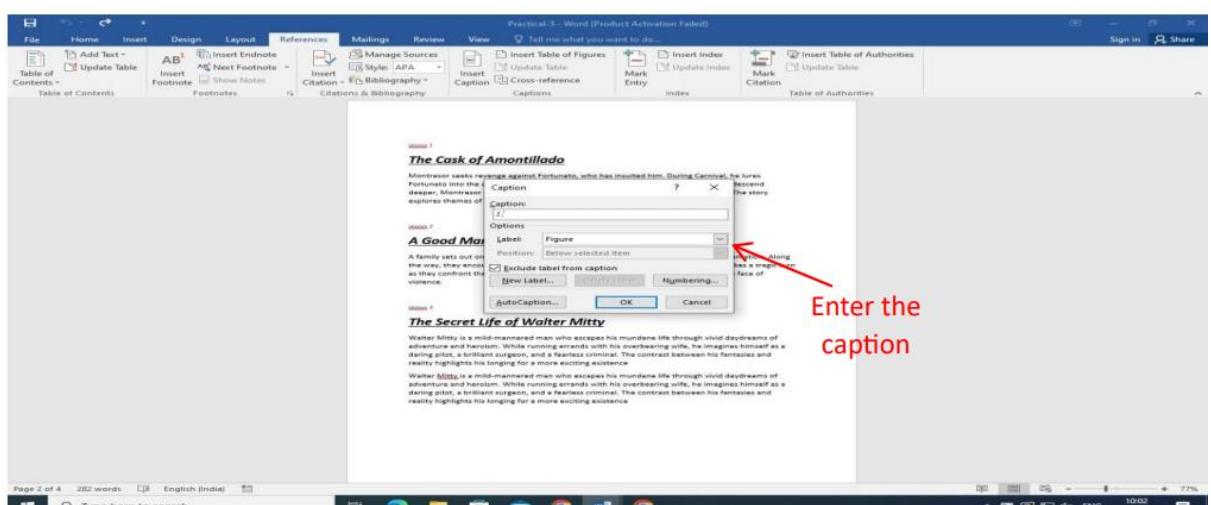
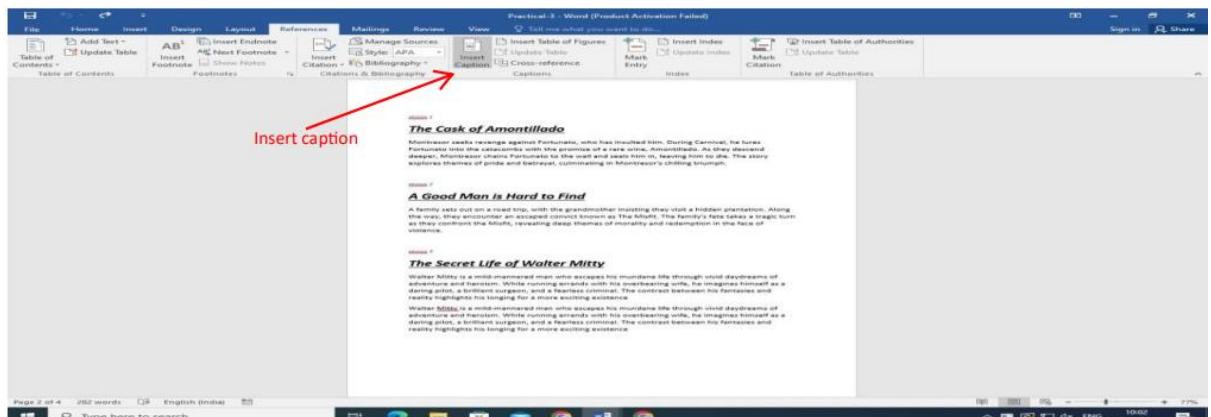
Enter the Shortcut key for macro



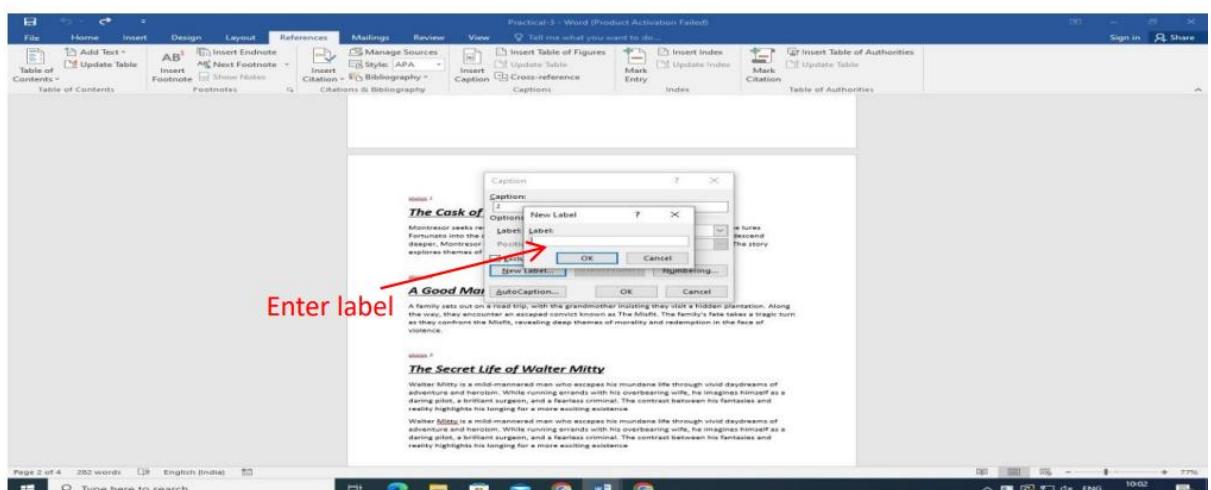
**2. How can you add custom watermarks to specific sections of a document, such as confidential or draft, based on the document's status?**



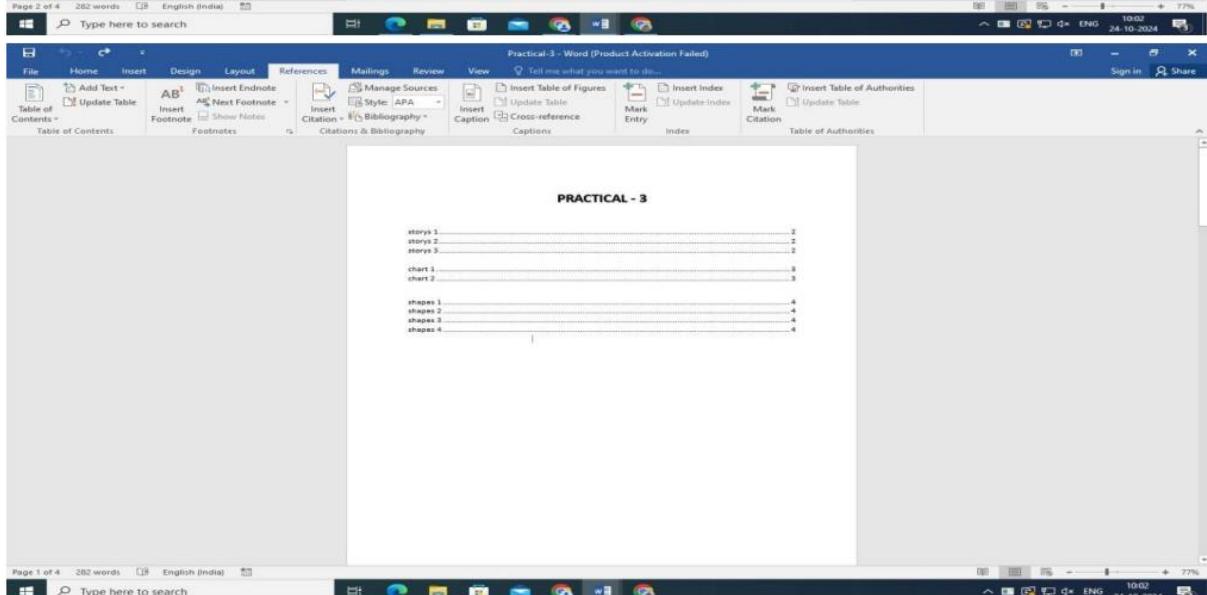
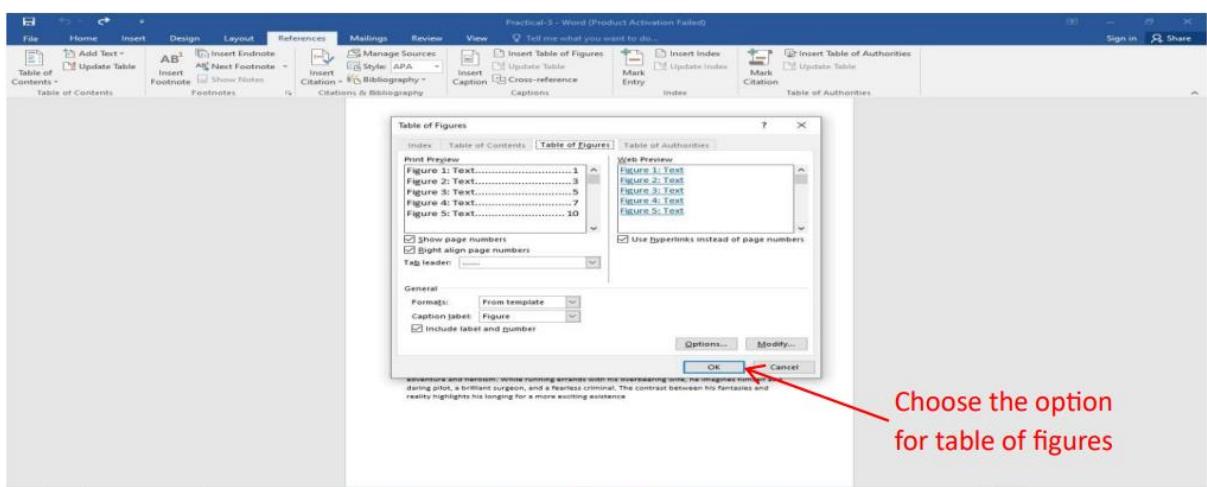
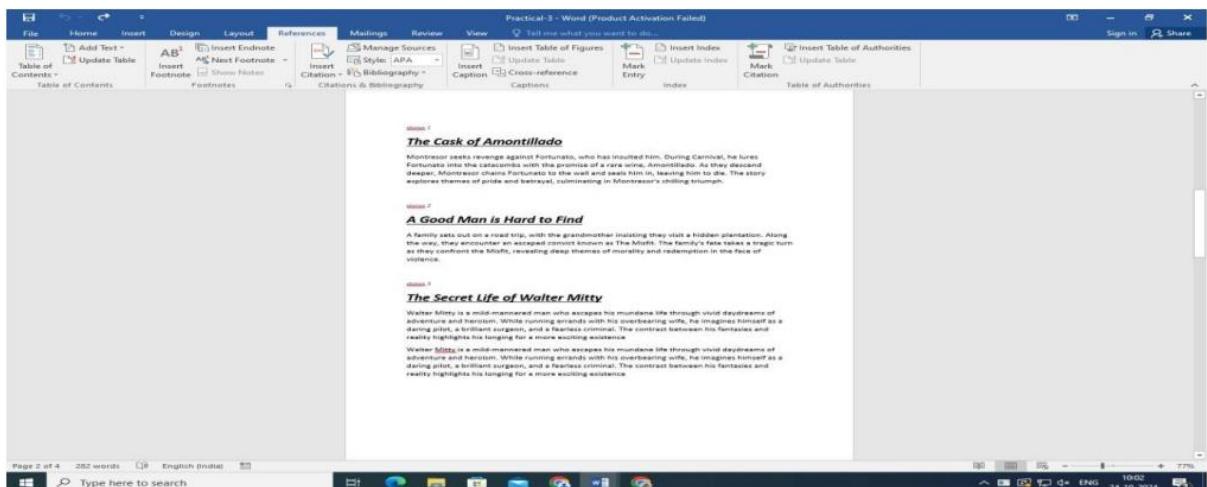
- 3. How can you set up a document to include a table of figures and a table of tables, each automatically updating as figures and tables are added or modified?**

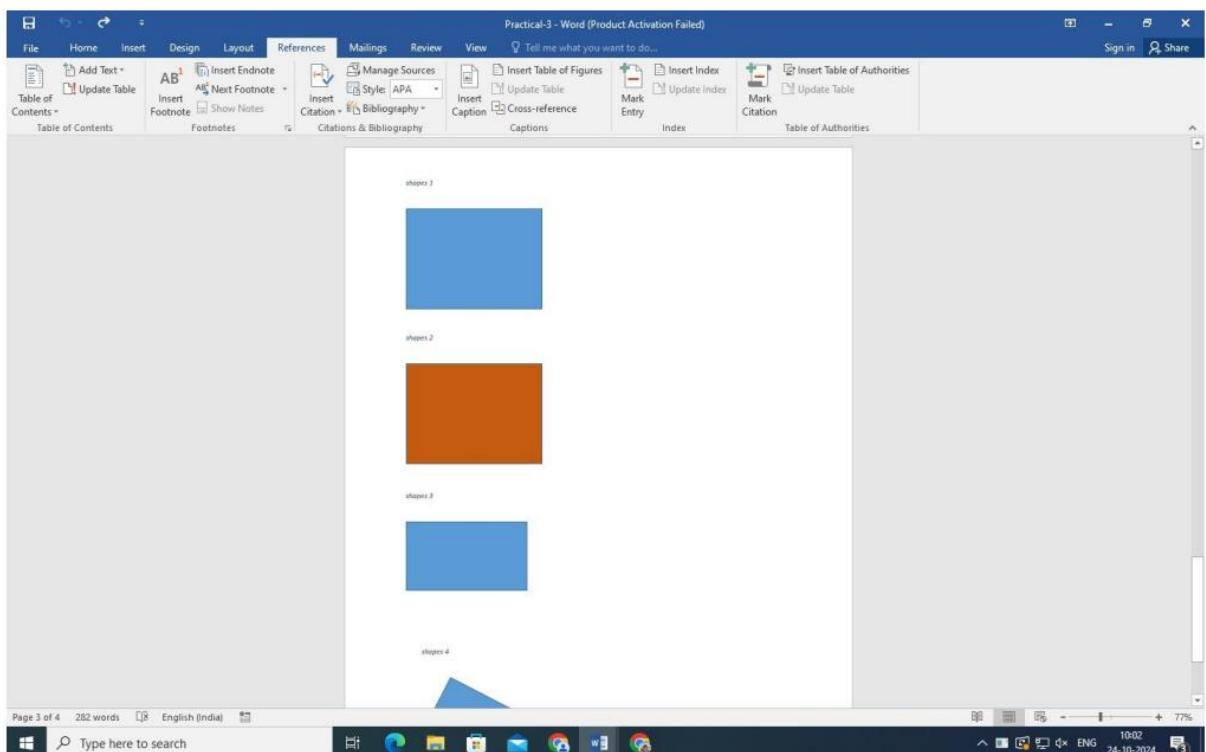
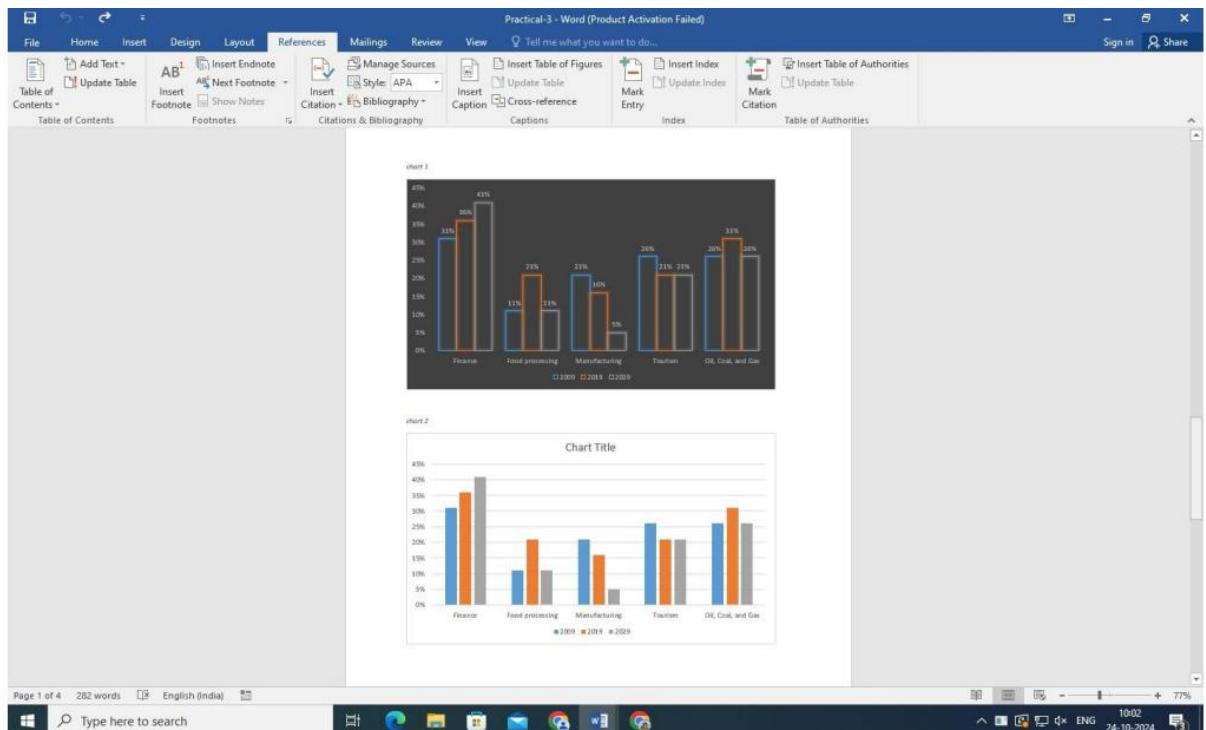


Enter the caption

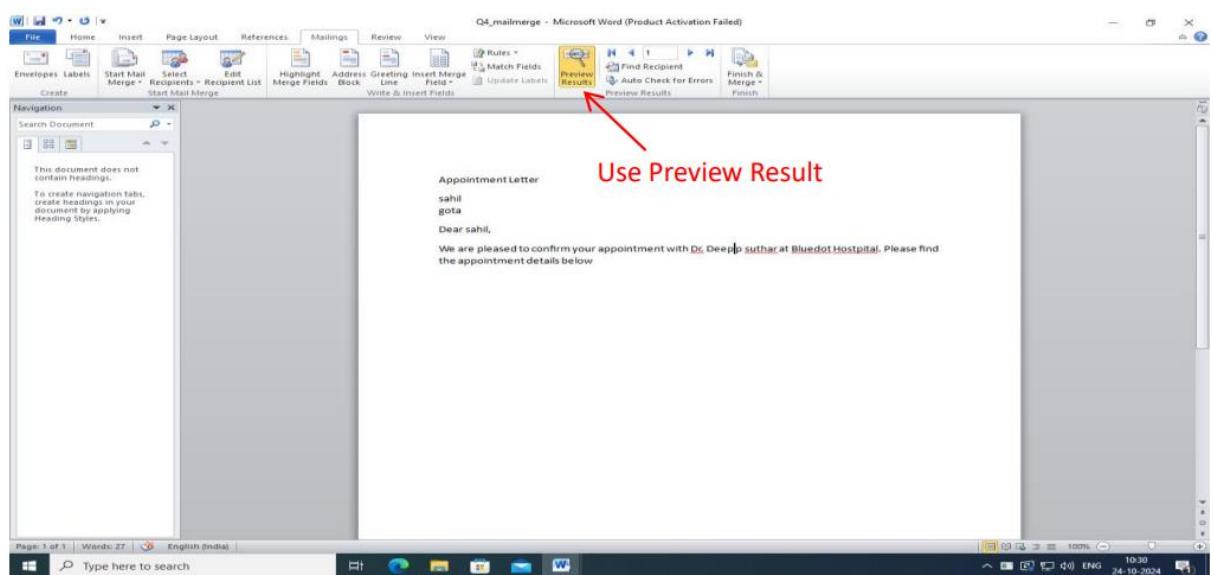
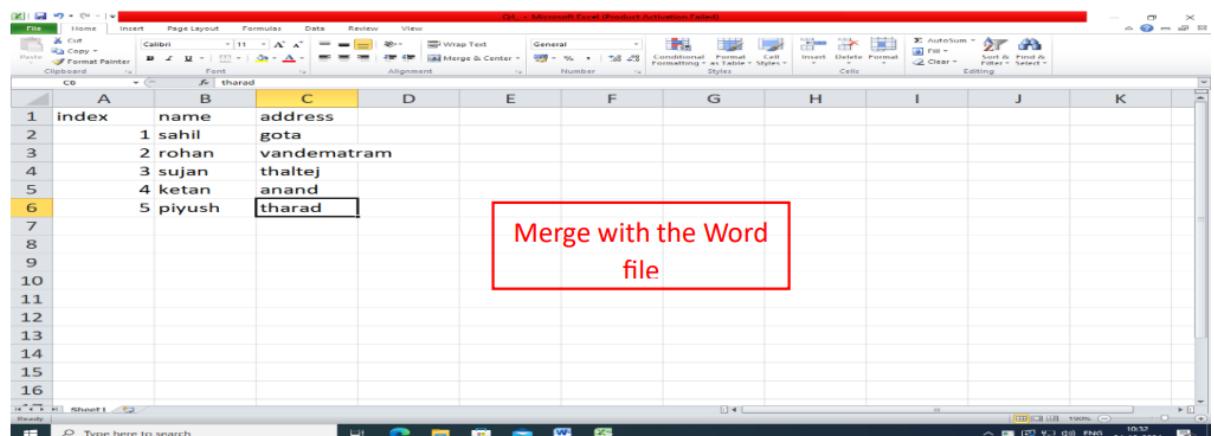
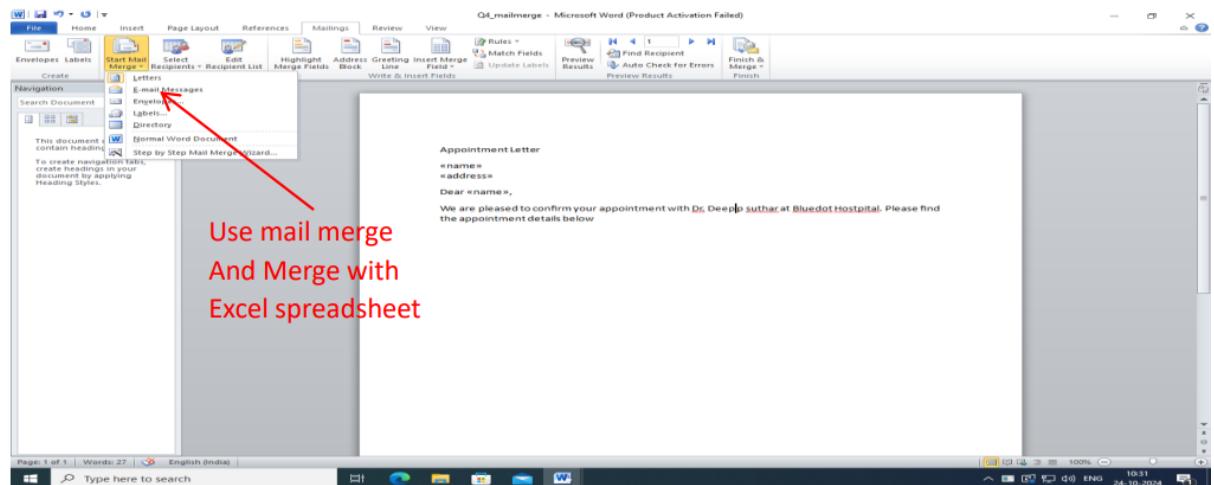


Enter label

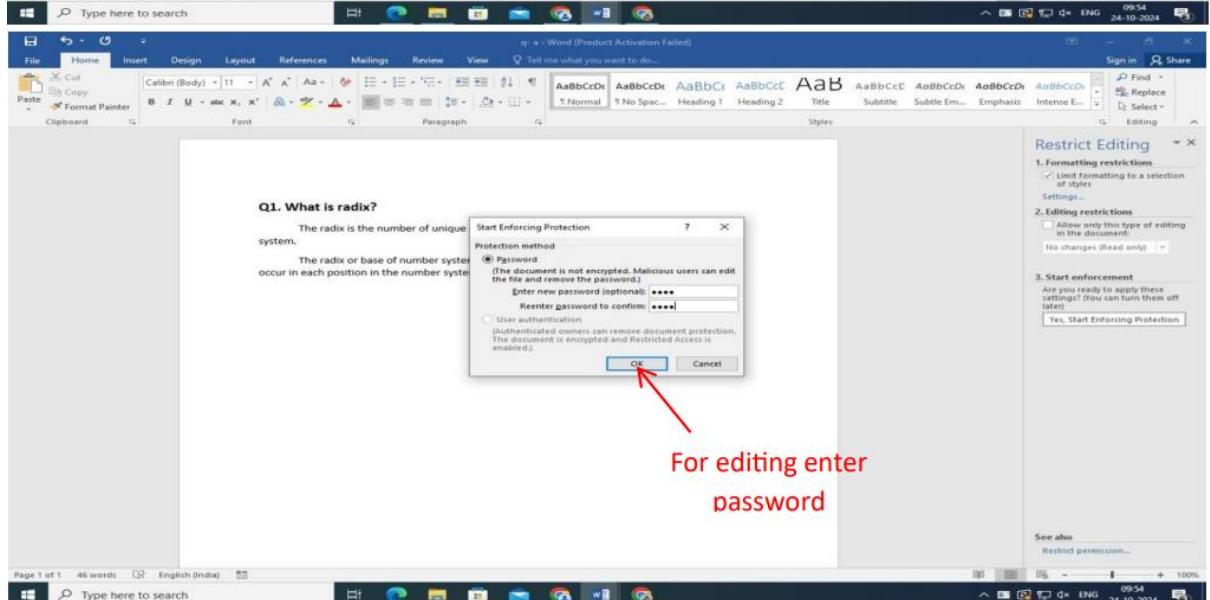
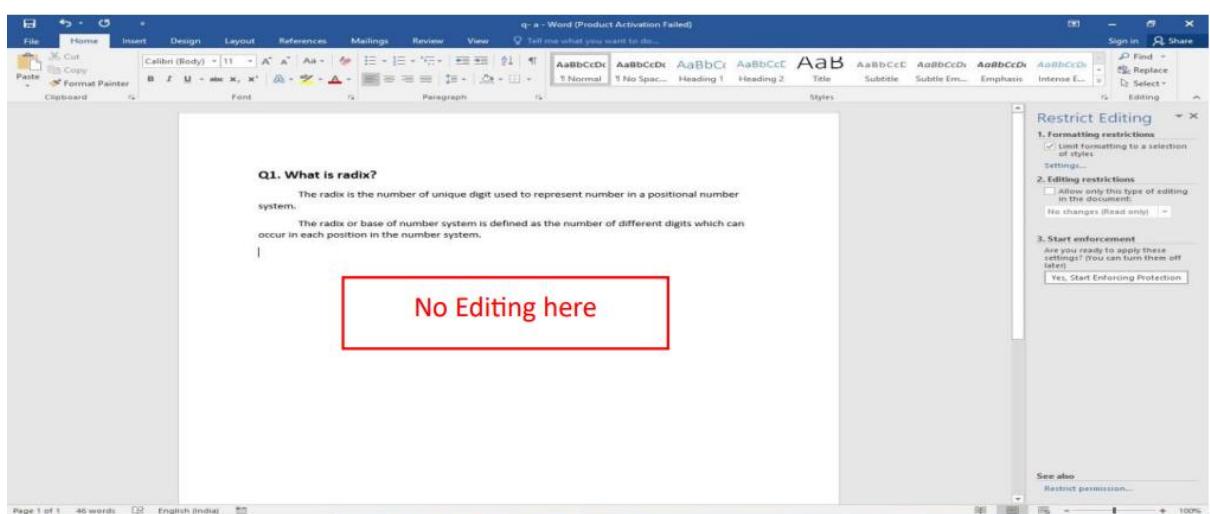
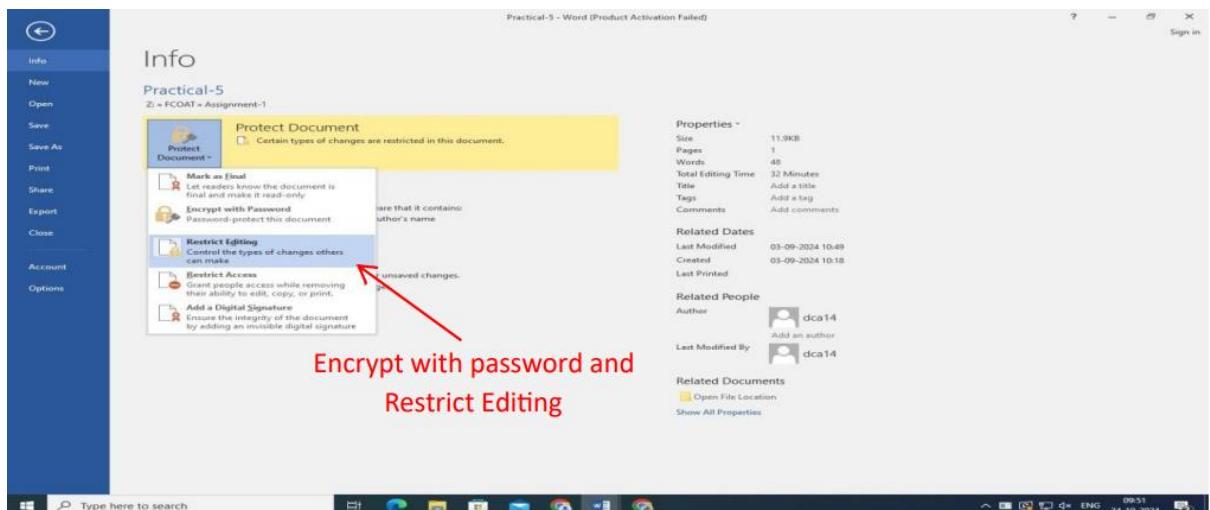




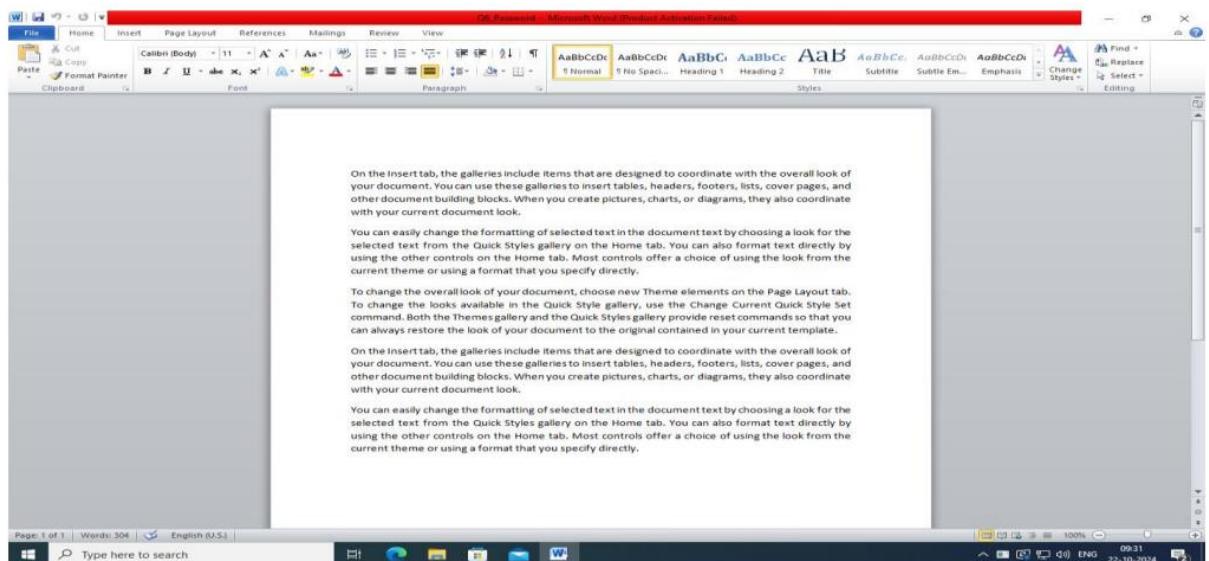
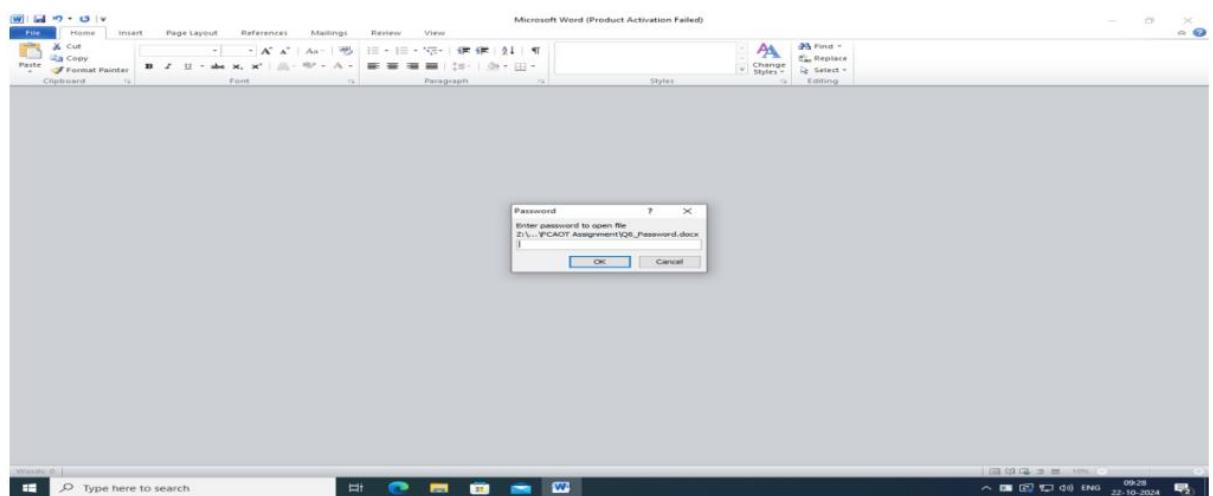
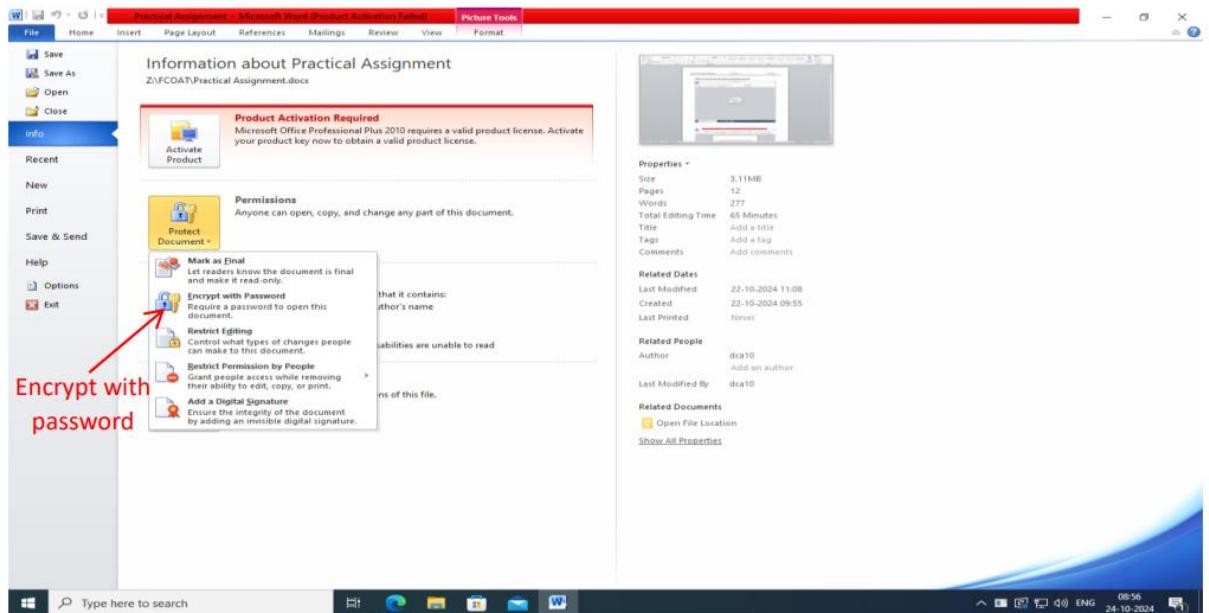
**4. How do you perform a mail merge to generate personalized form letters, labels, or envelopes from a data source like an Excel spreadsheet?**



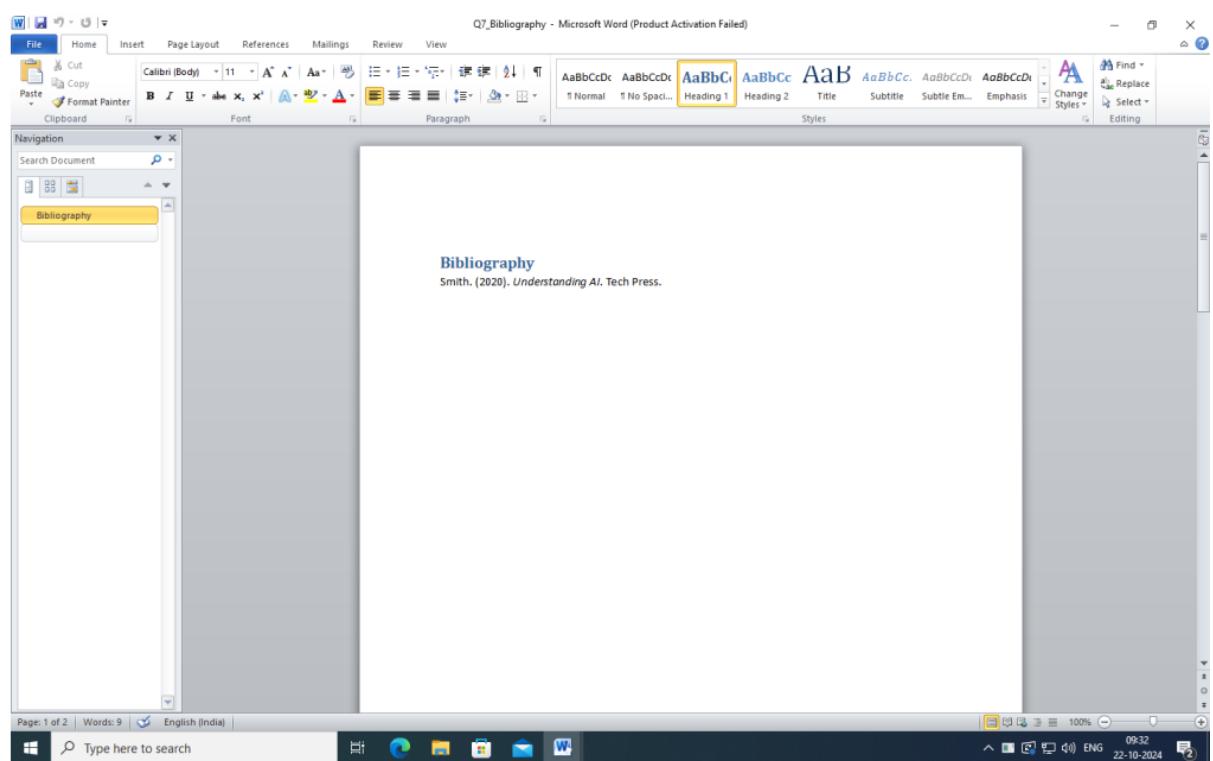
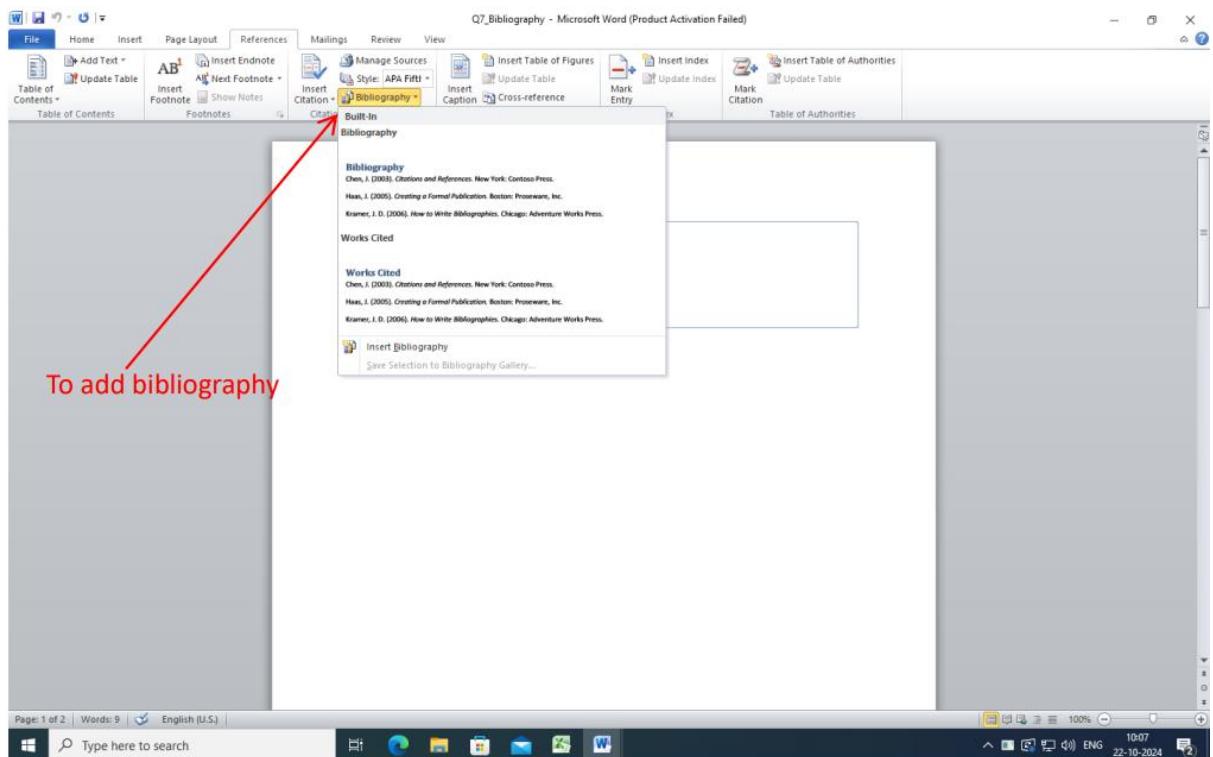
## 5. How can you protect a document from editing?



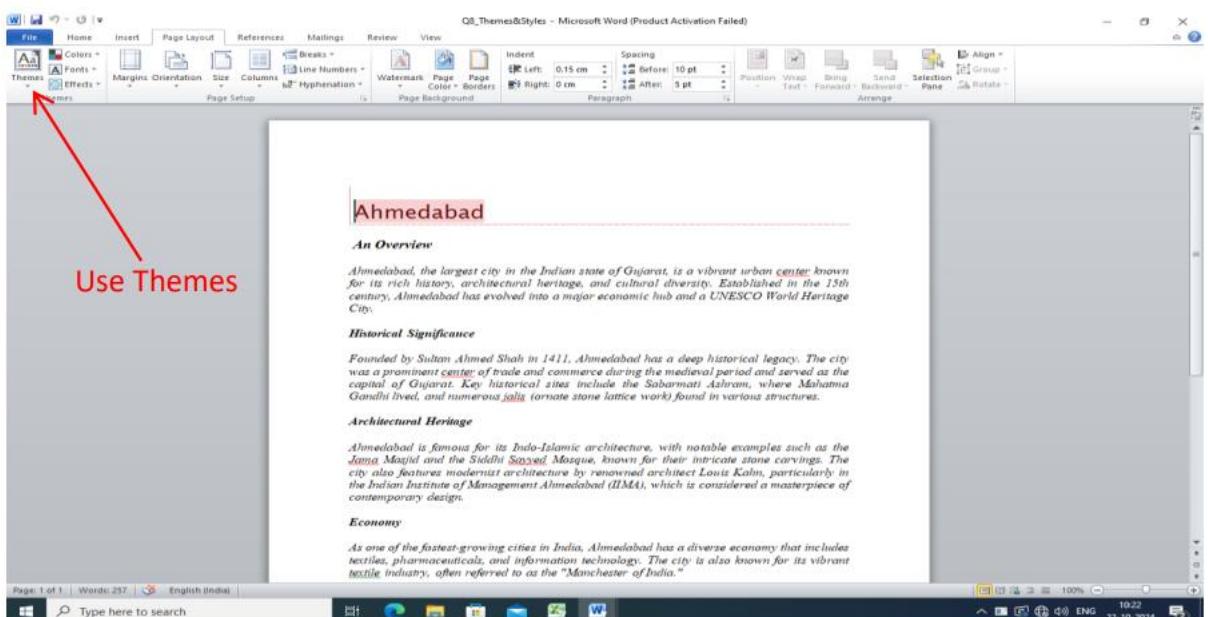
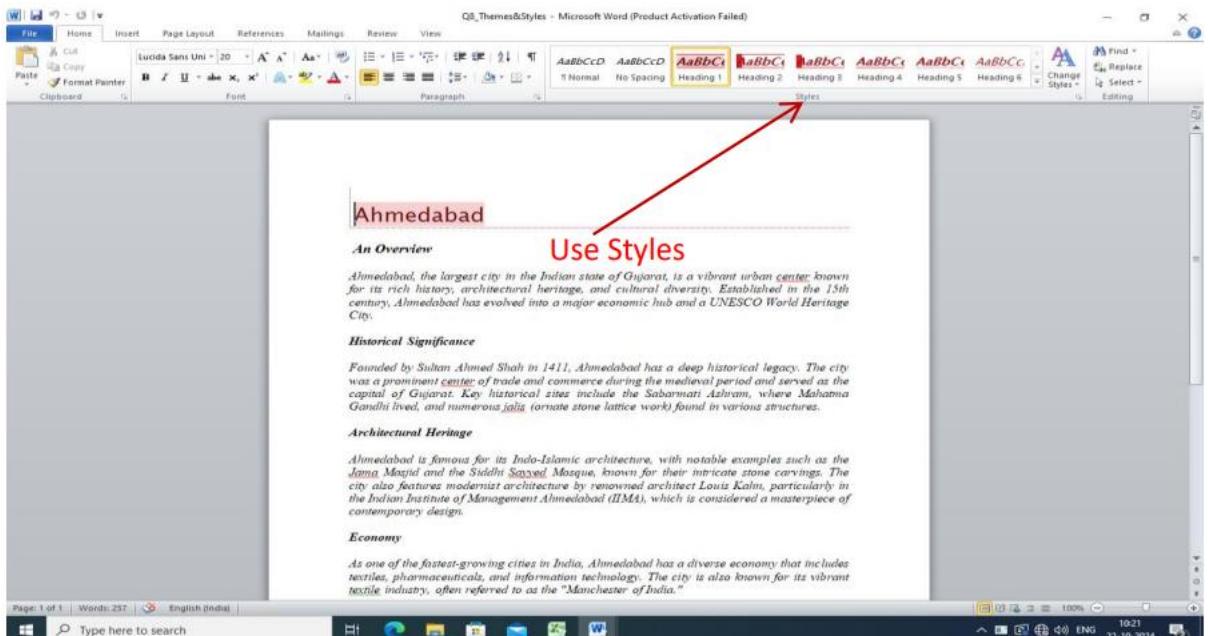
## 6. How can you protect a document and save with password?

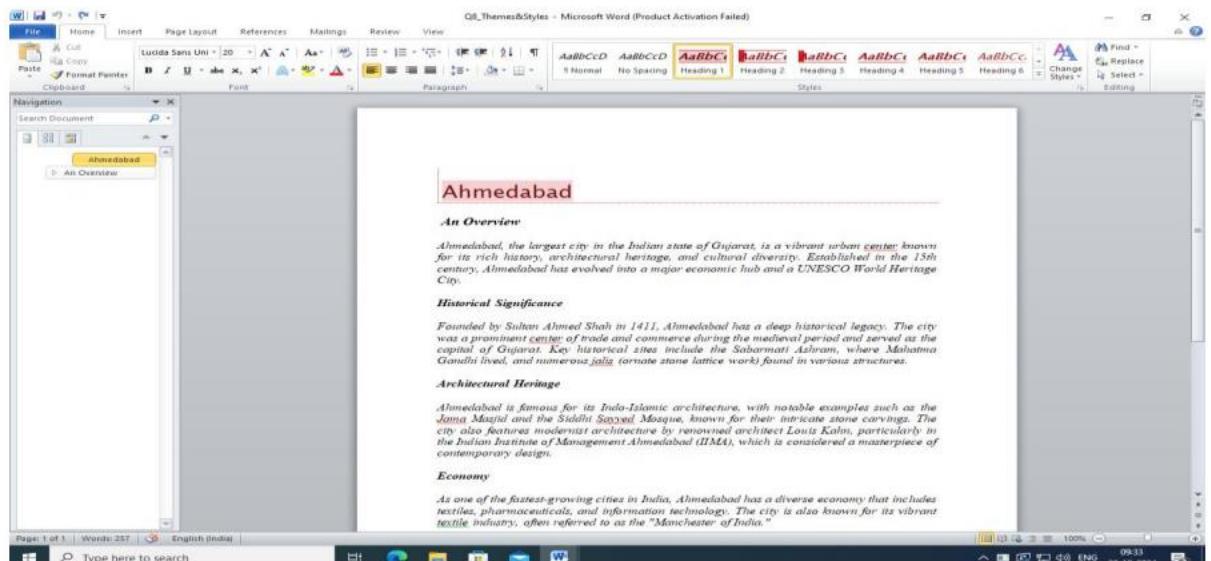


**7. How can you create and manage a custom bibliography with citations from different sources and styles, and ensure consistency throughout the document?**

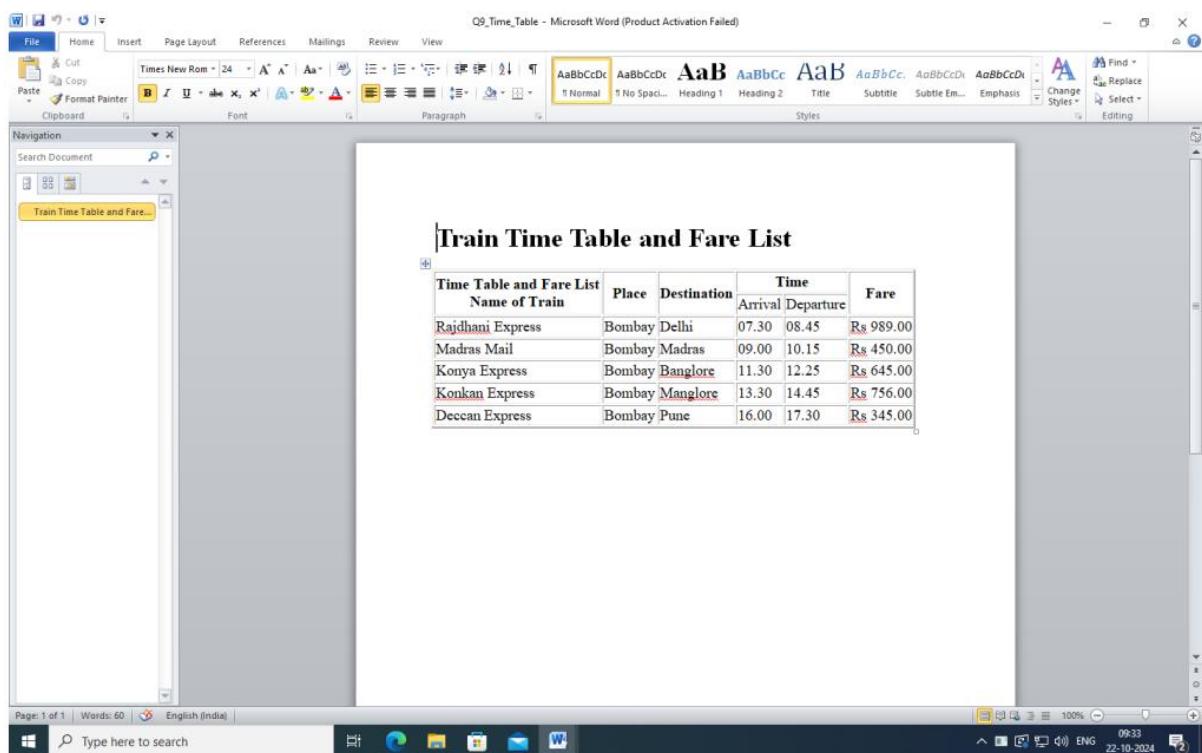
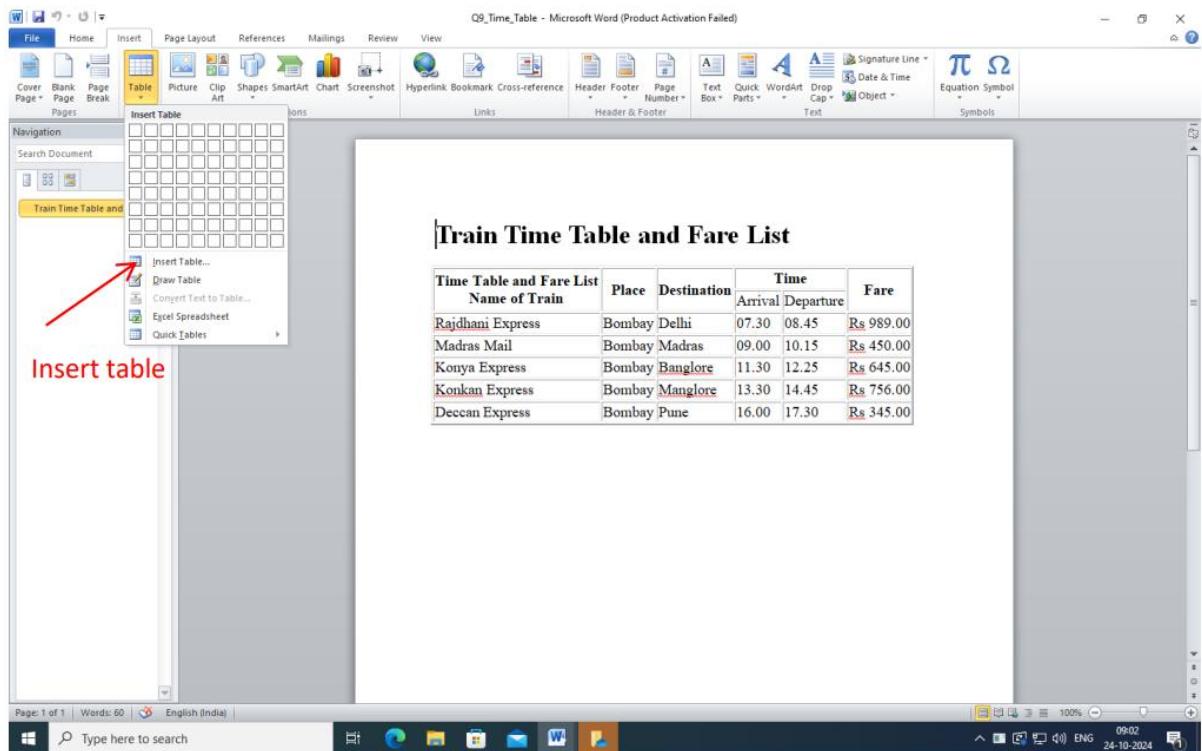


## 8. How do you apply advanced formatting to a document using themes and styles to ensure a consistent look across different section?

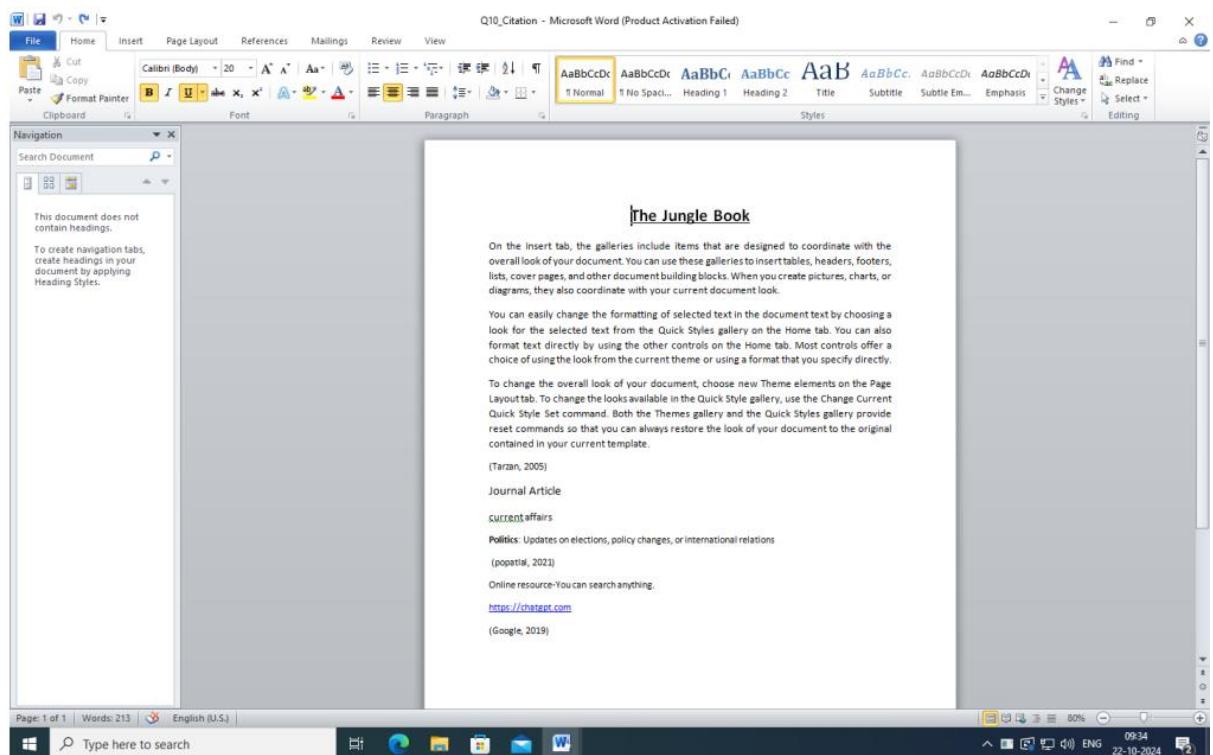
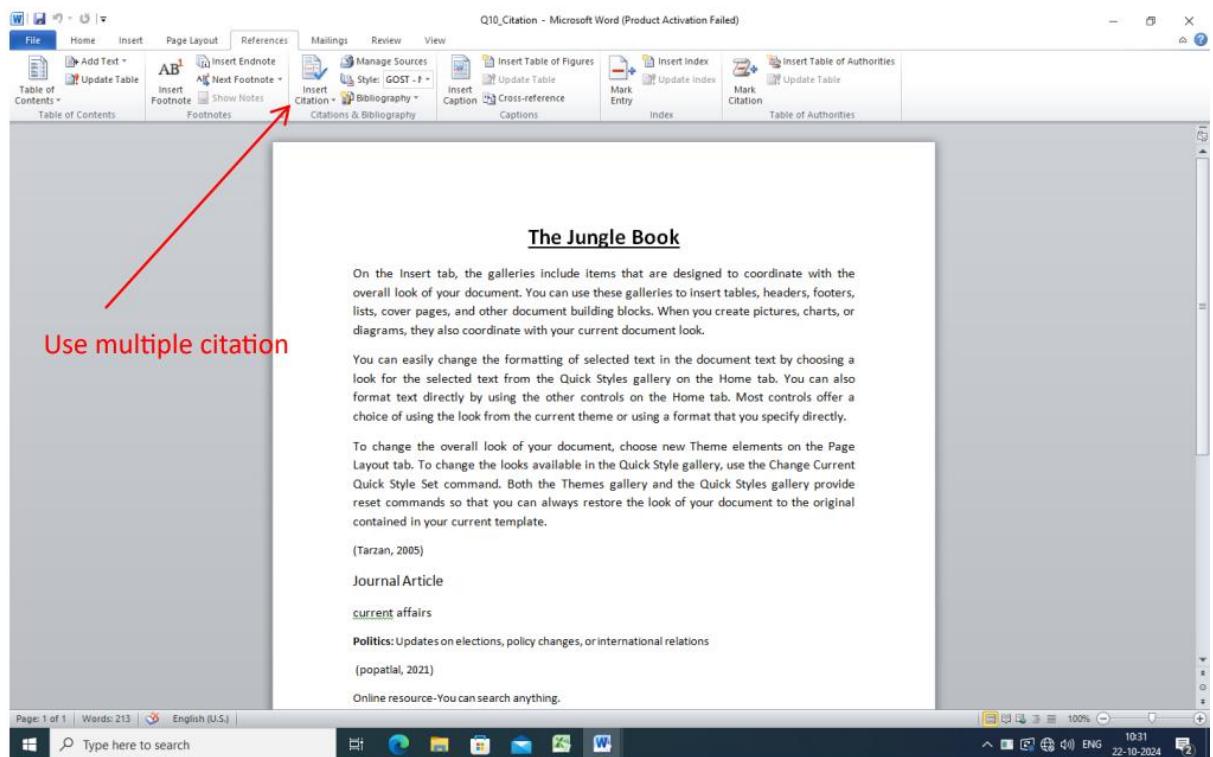




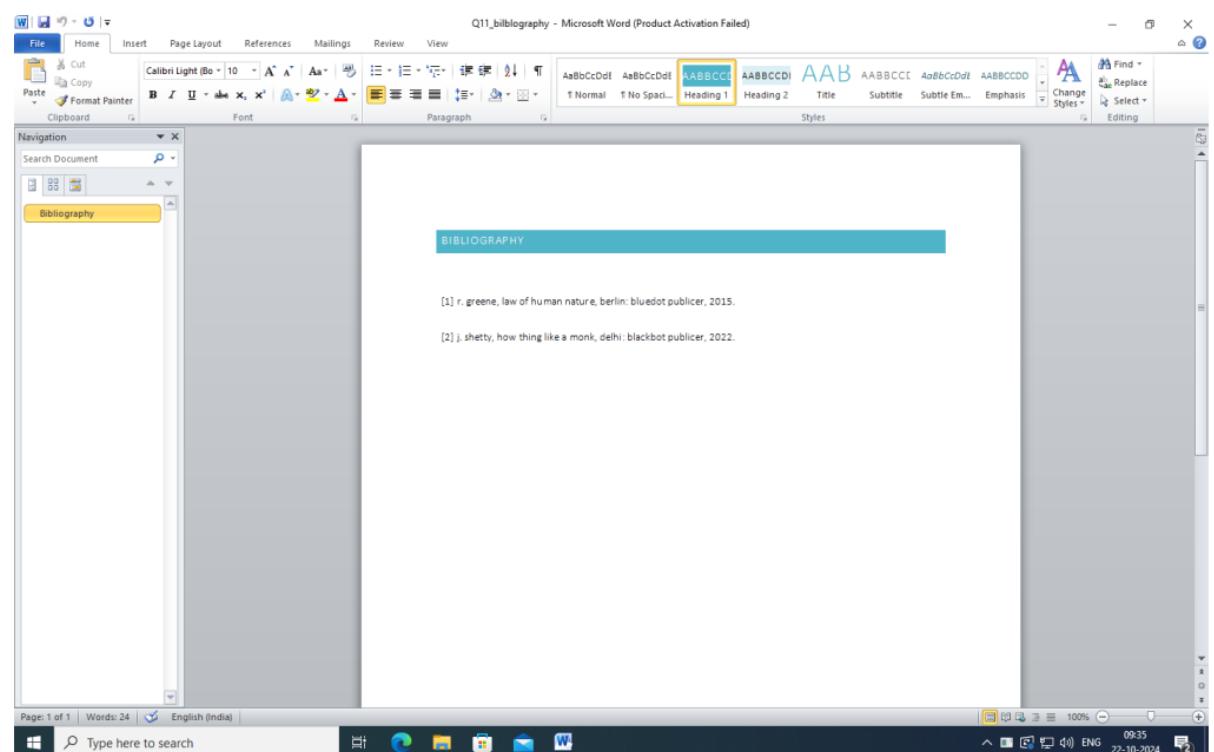
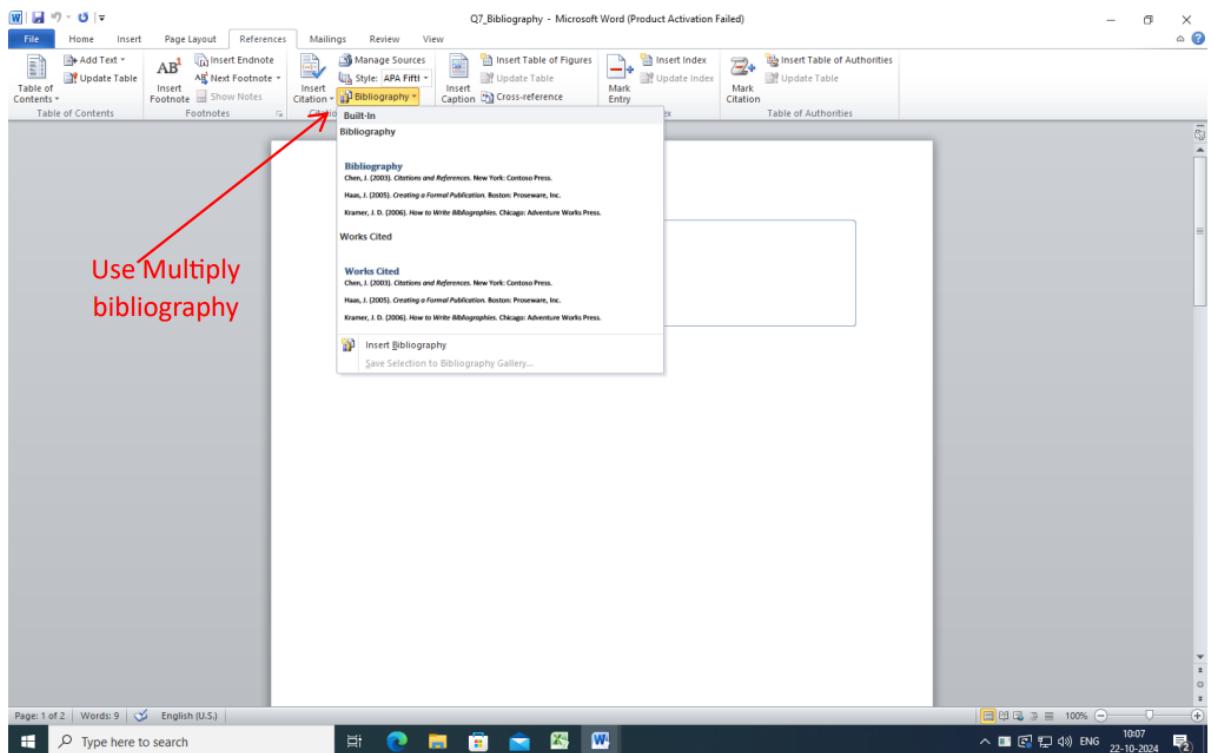
## 9. How do you create a custom table (Train Time Table).



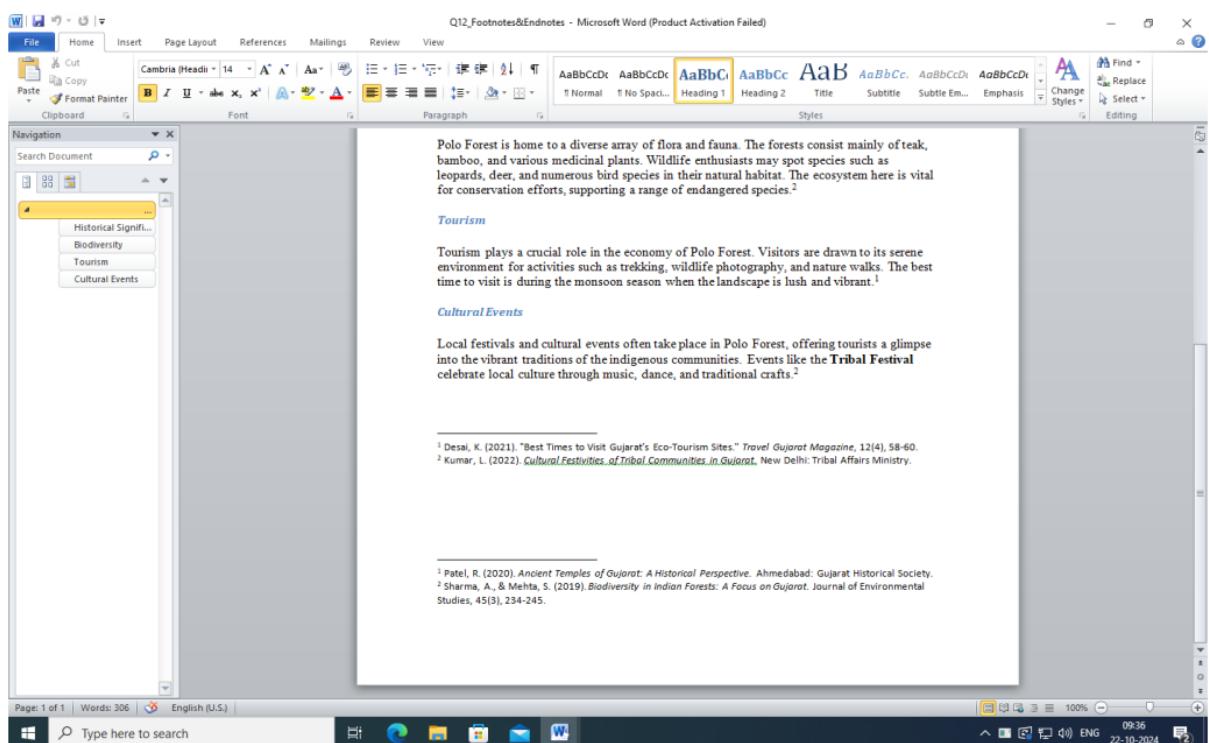
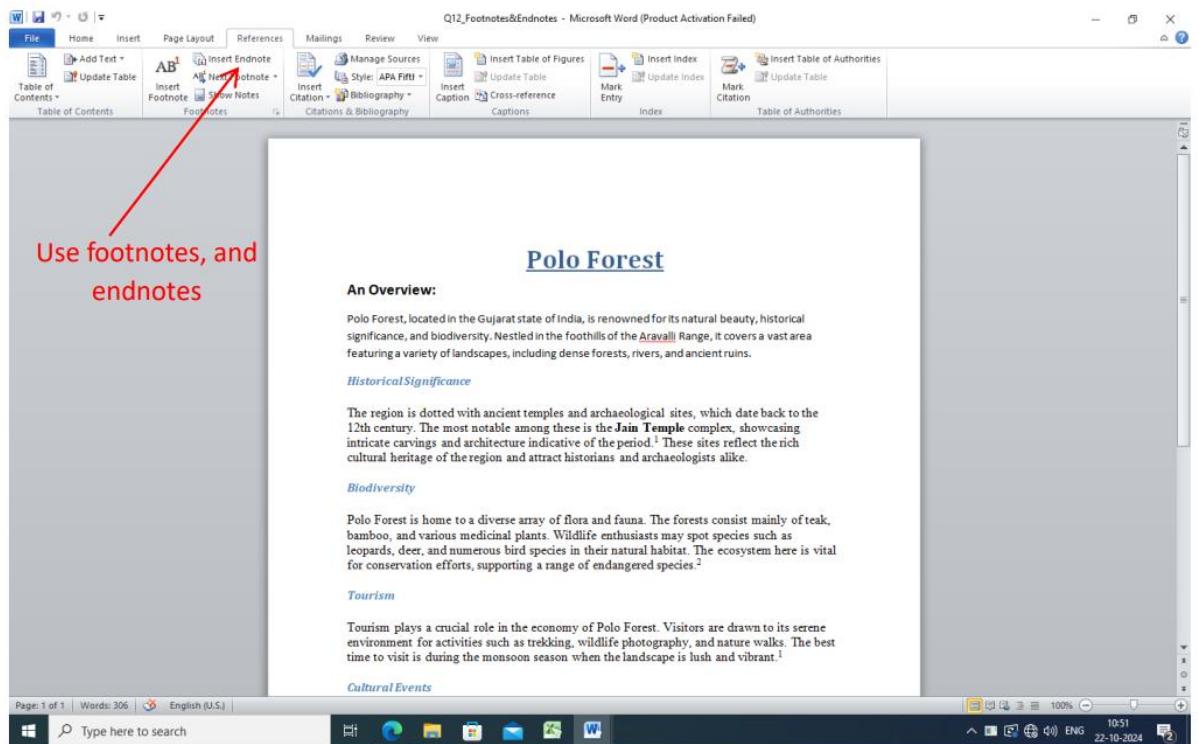
## 10. How do you add and manage multiple citation sources in a document, including books, journal articles, and online resources, and ensure they are correctly formatted according to a chosen citation style?



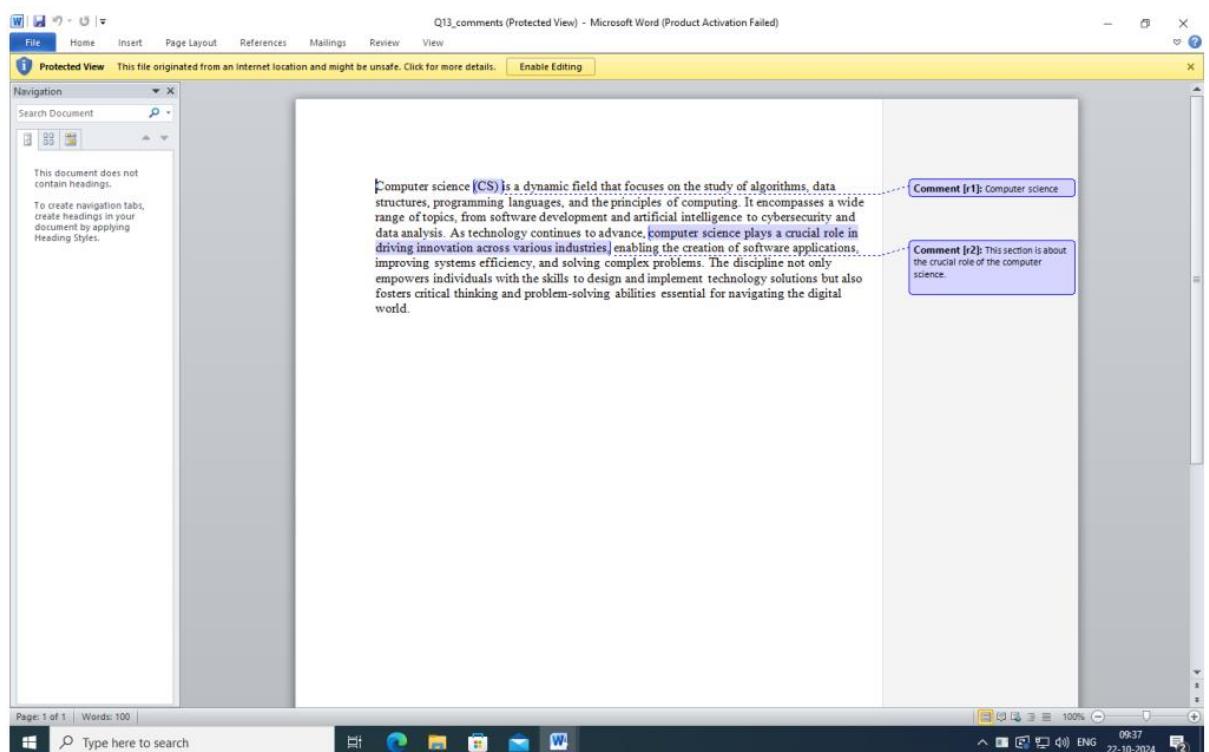
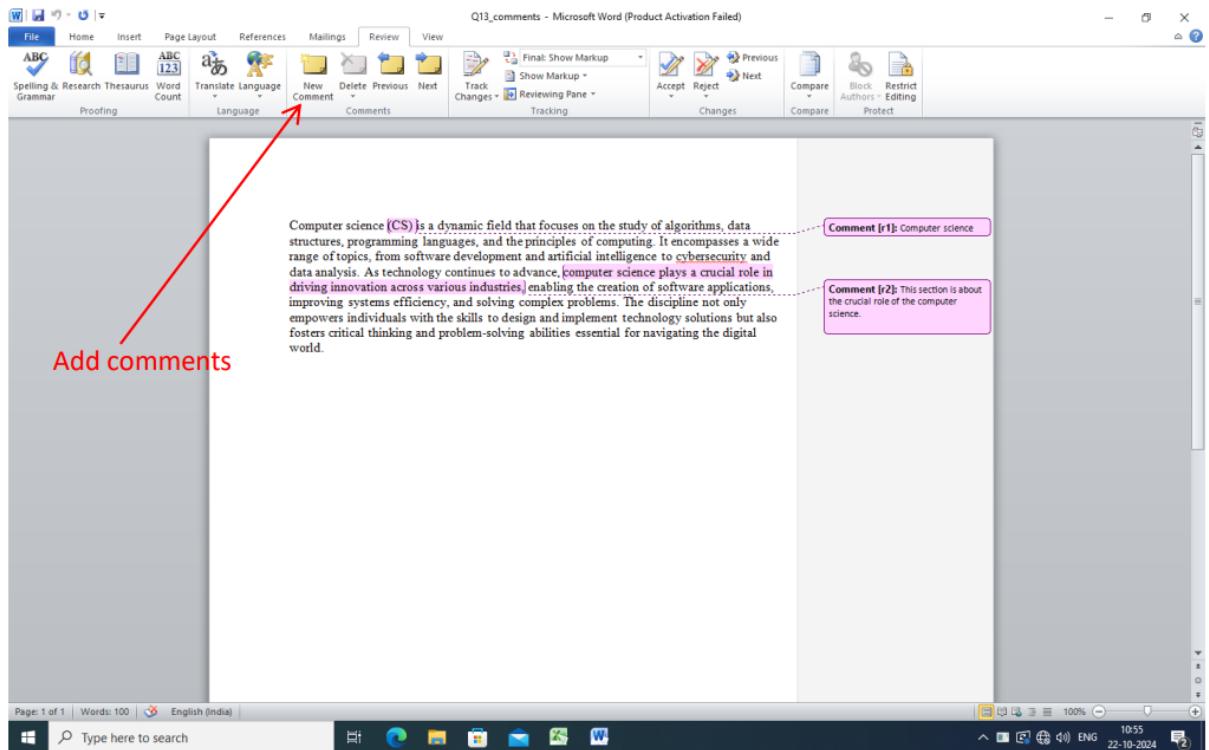
## 11. How can you create and update a bibliography or works cited page in your document that automatically reflects all the sources you have cited?



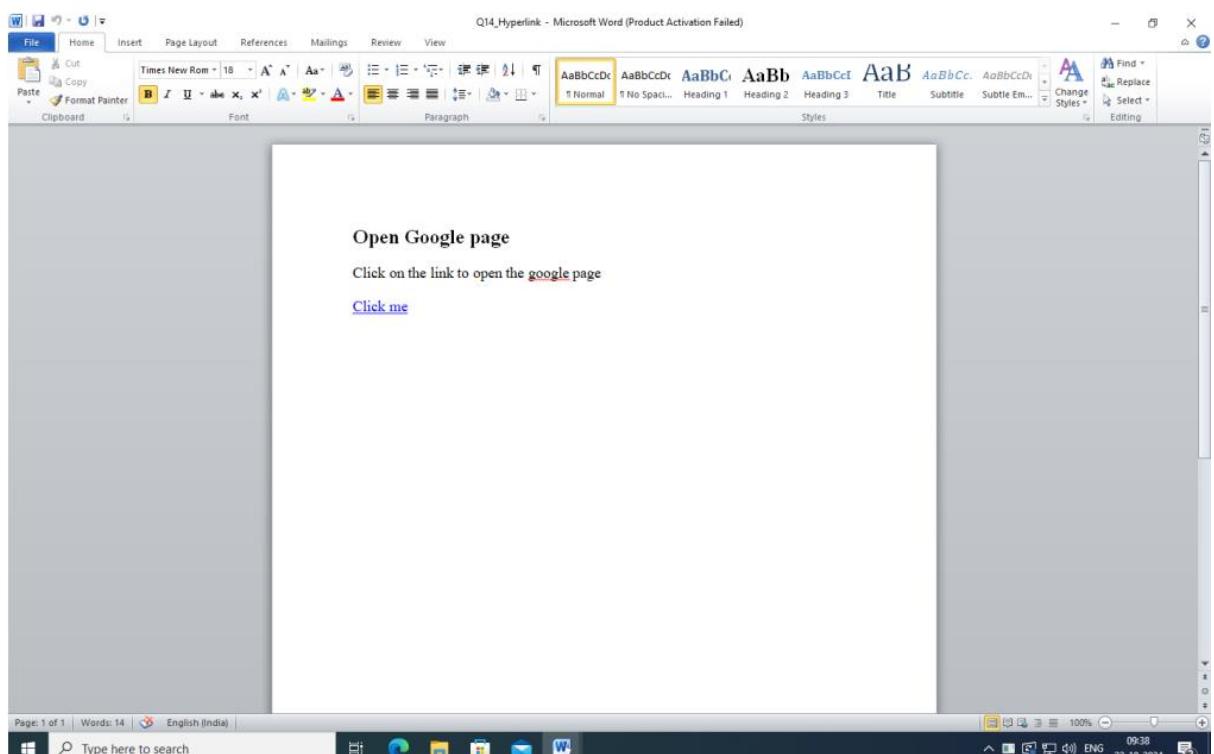
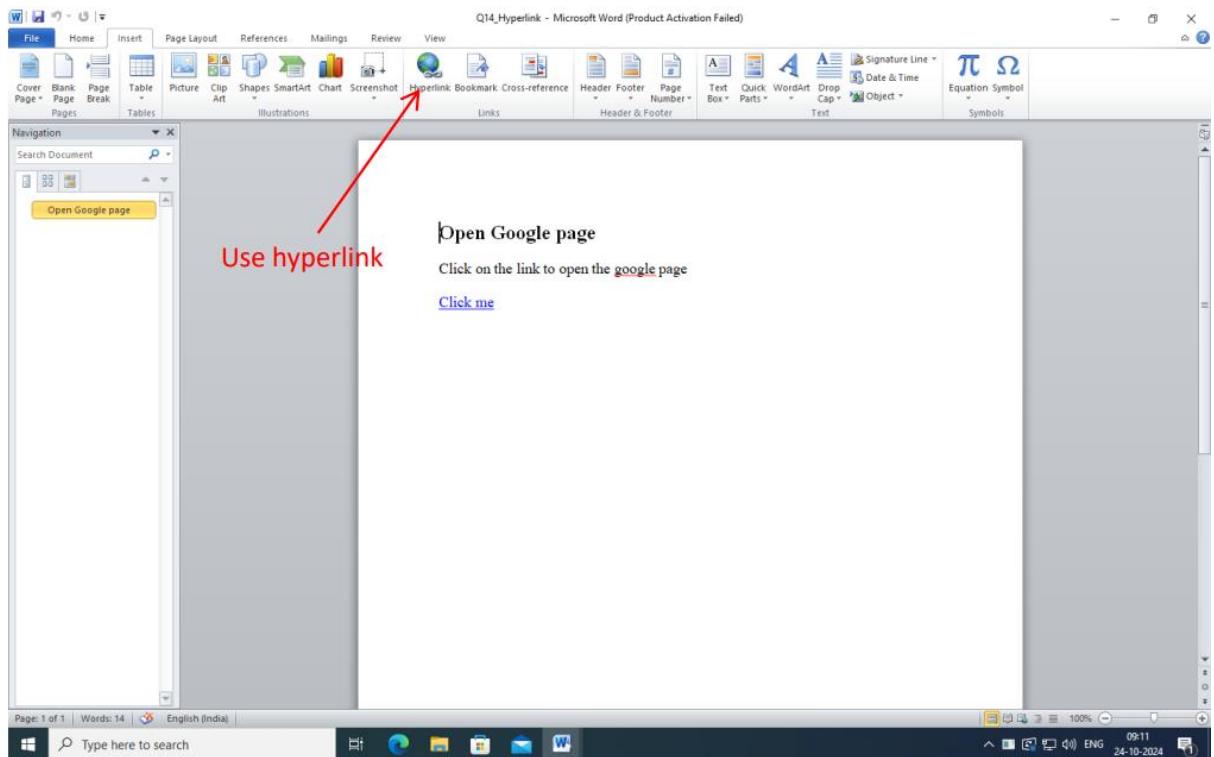
## 12. How do you use the “Style” feature to apply consistent formatting to citations, footnotes, and endnotes, and ensure they match the rest of the document?



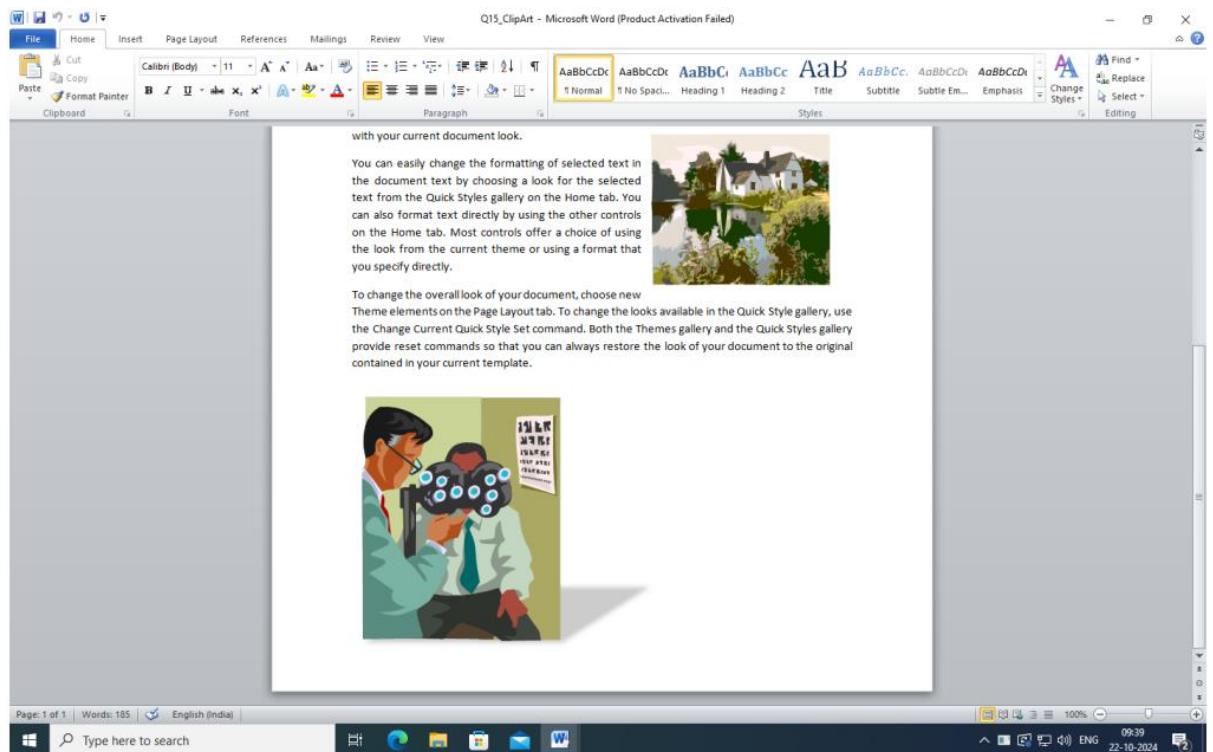
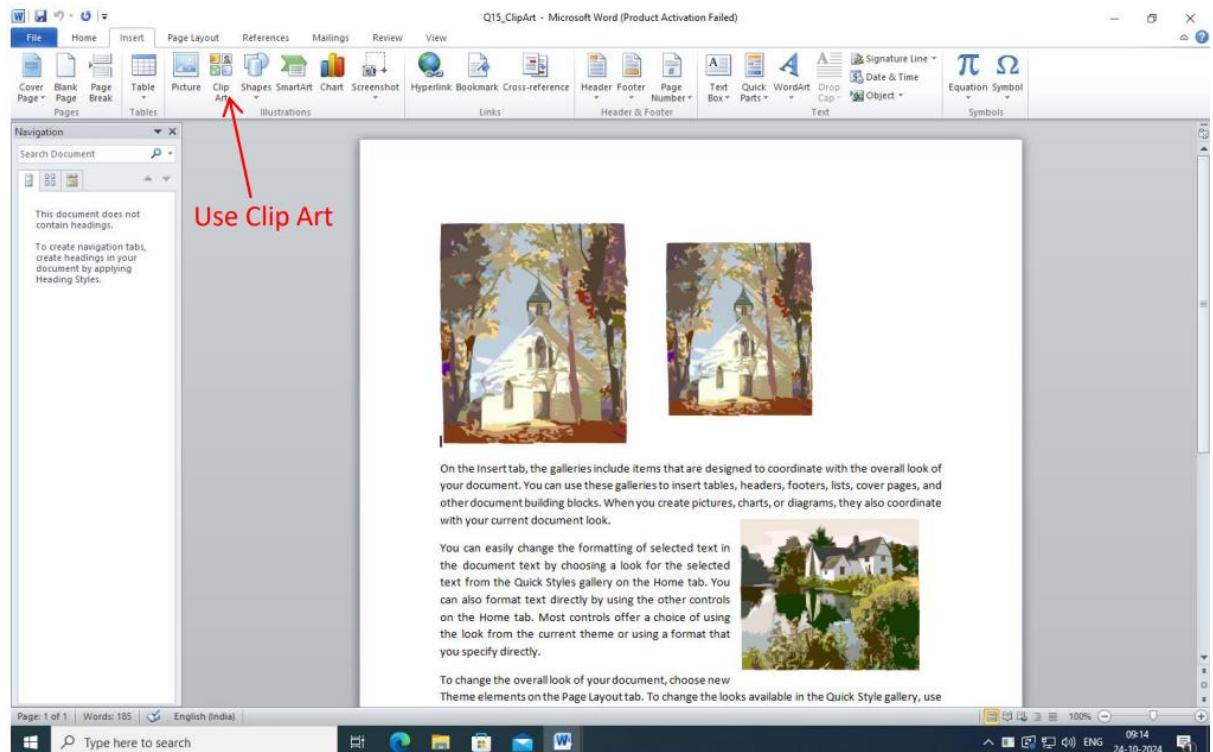
**13. How do you add comments to specific text or sections of a document, and ensure they are linked to the relevant text for easy reference?**



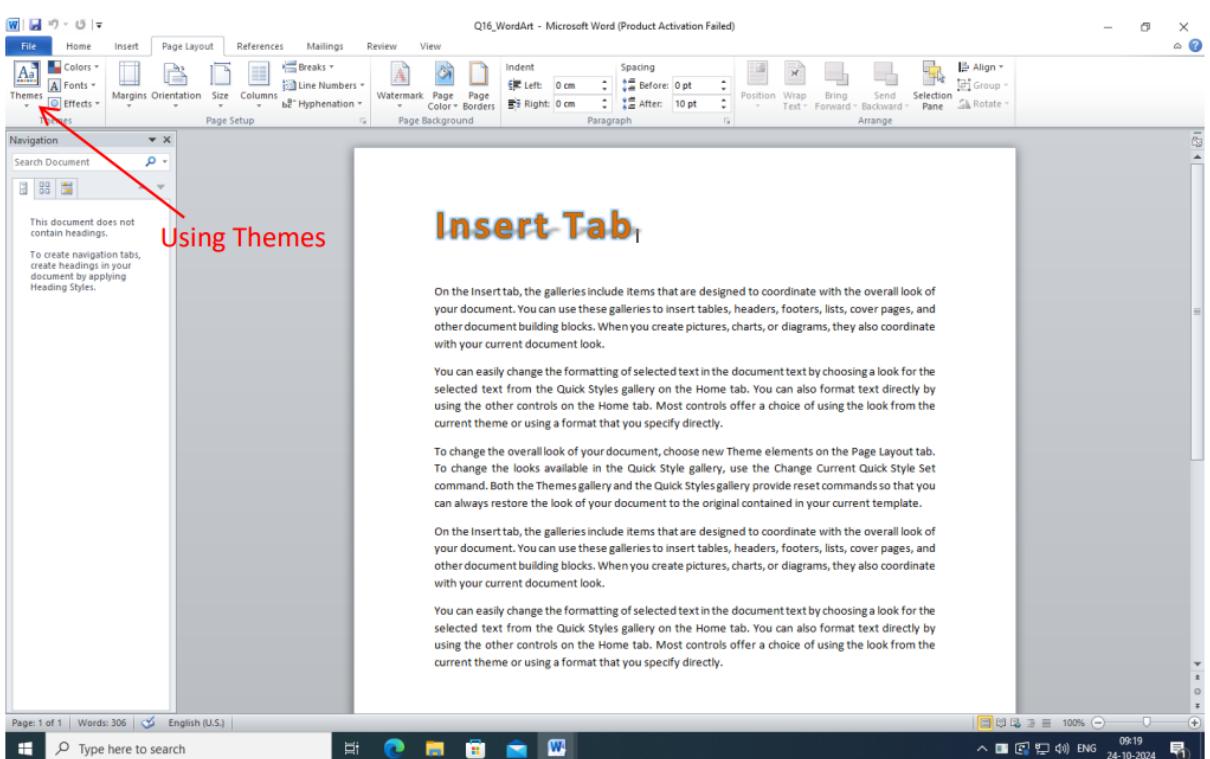
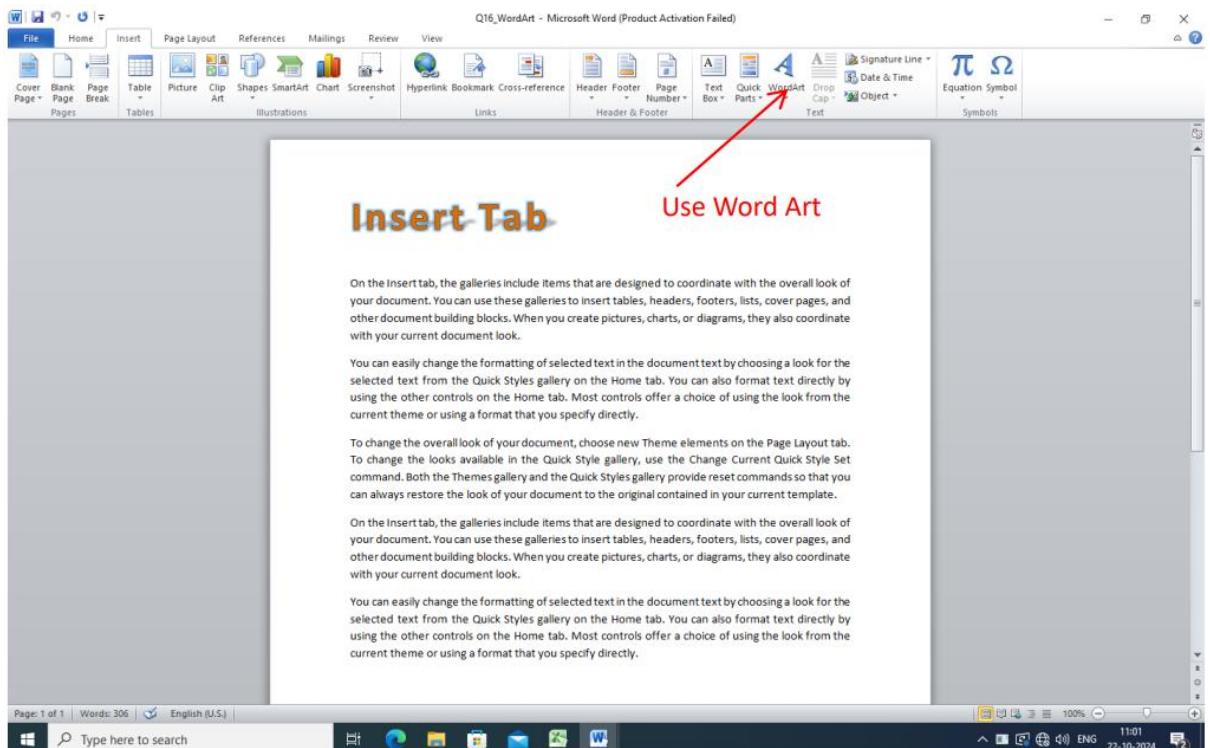
## 14. How can you create a text as a hyperlink?



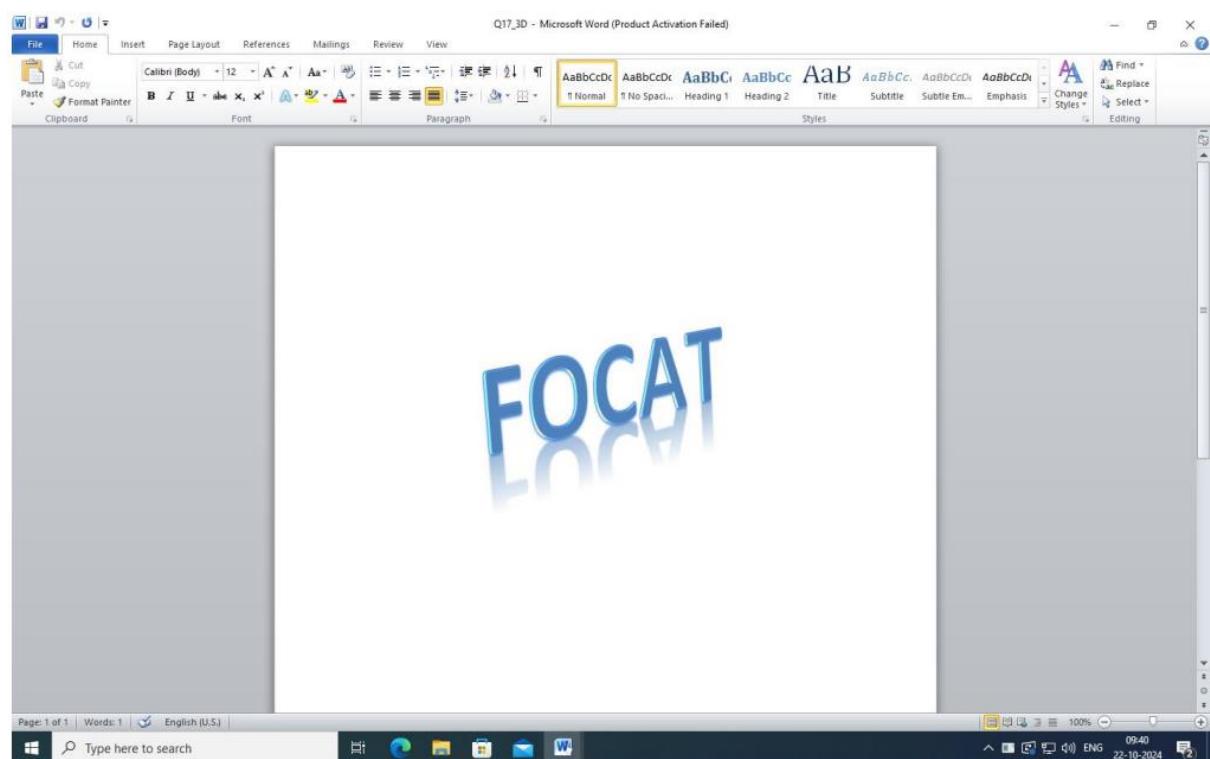
## 15. How do you insert and format Clip Art in a document, including adjusting its size, position, and applying effects like shadows or reflections?



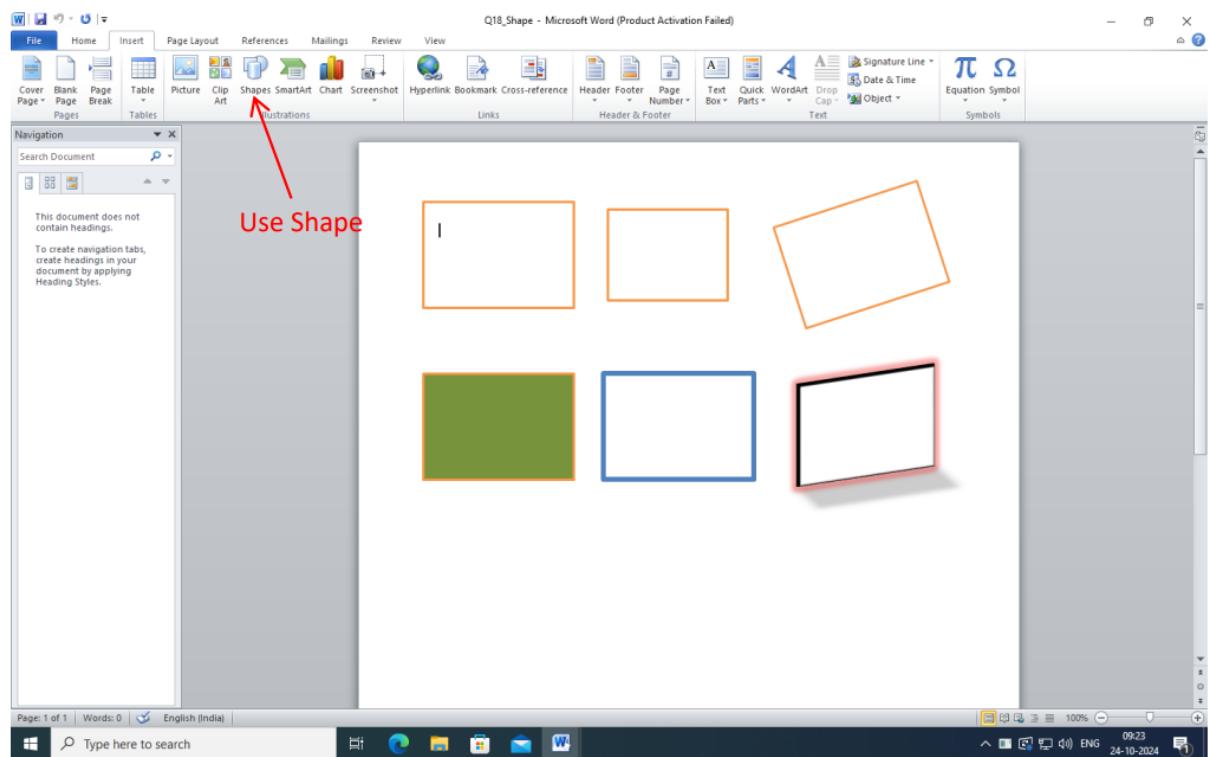
## 16. How do you create and format custom Word Art, including choosing styles, colours, and effects to match the theme of your document?



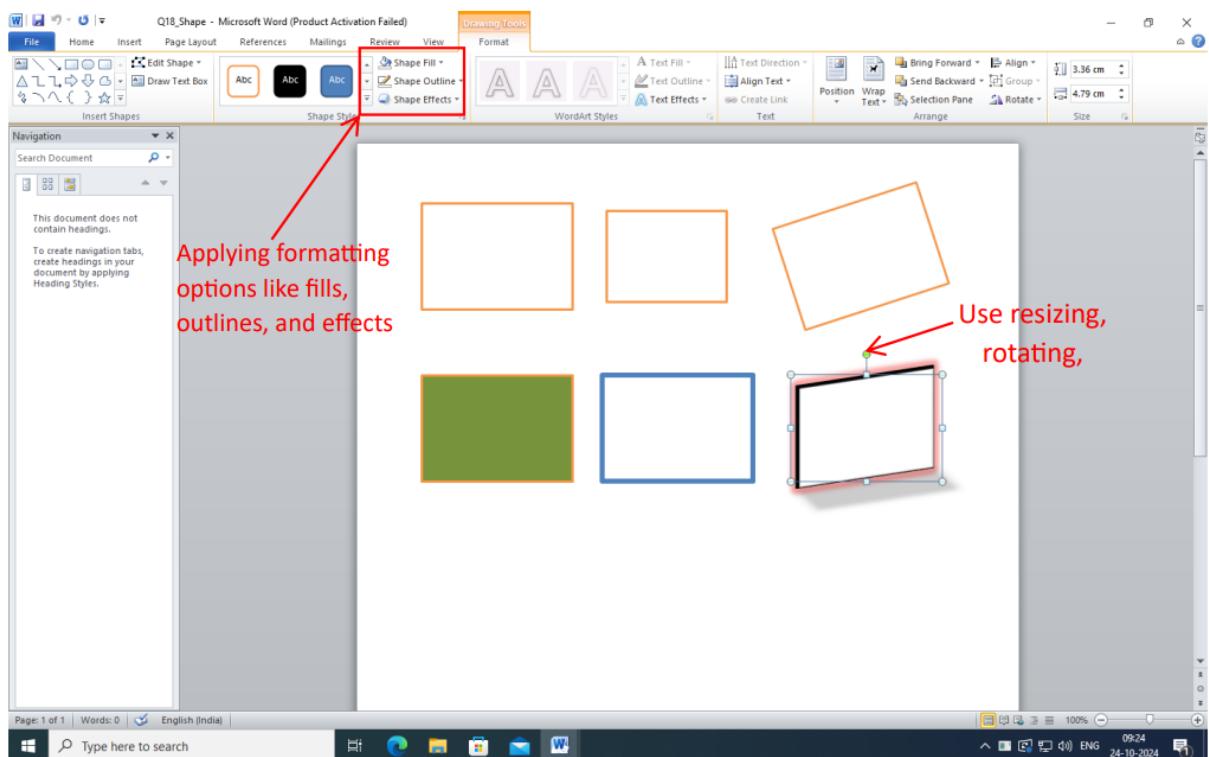
## 17. How can you convert regular text into Word Art and apply advanced text effects such as 3D rotation or gradient fills?



**18. How do you insert and customize shapes in a document, including resizing, rotating, and applying formatting options like fills, outlines, and effects?**



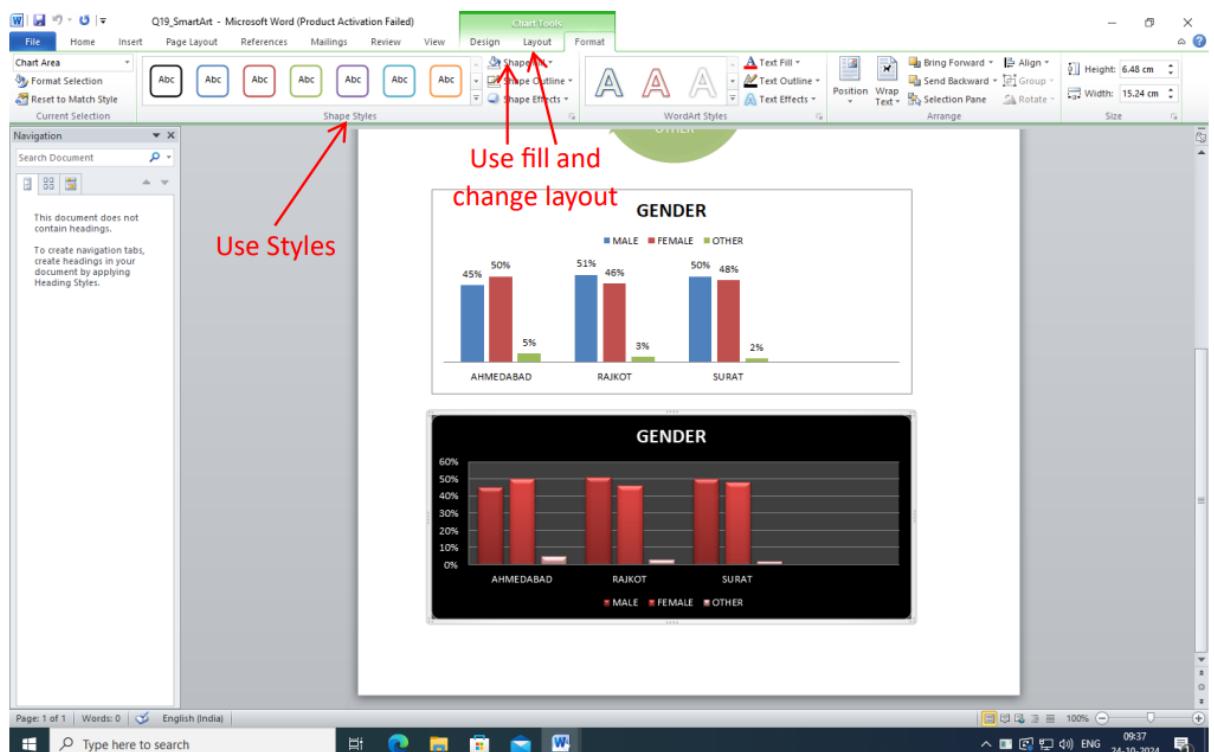
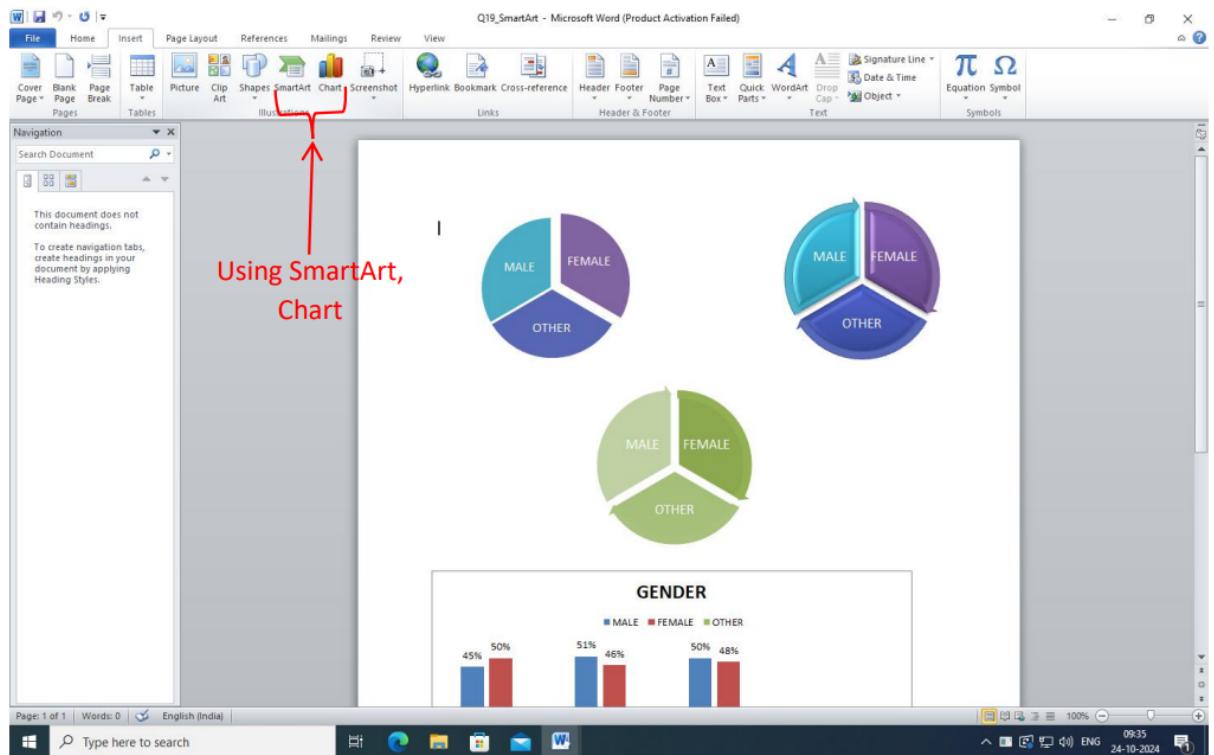
Use Shape



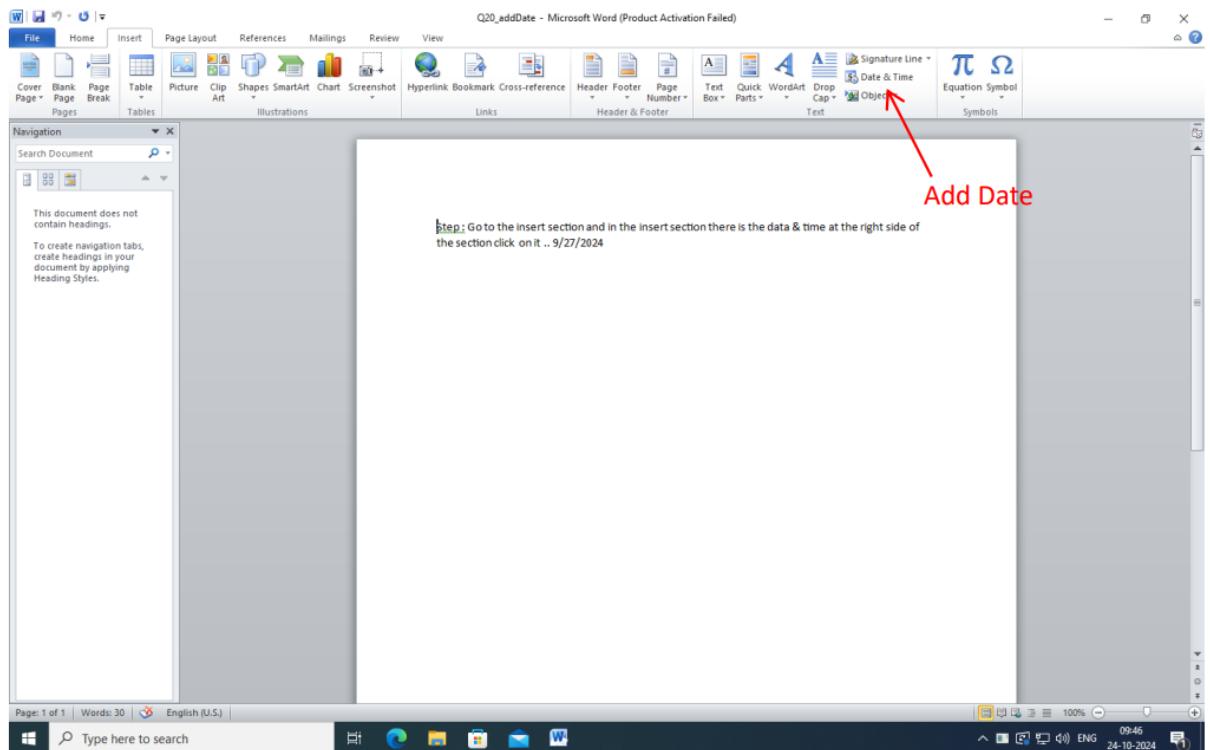
Applying formatting options like fills, outlines, and effects

Use resizing, rotating,

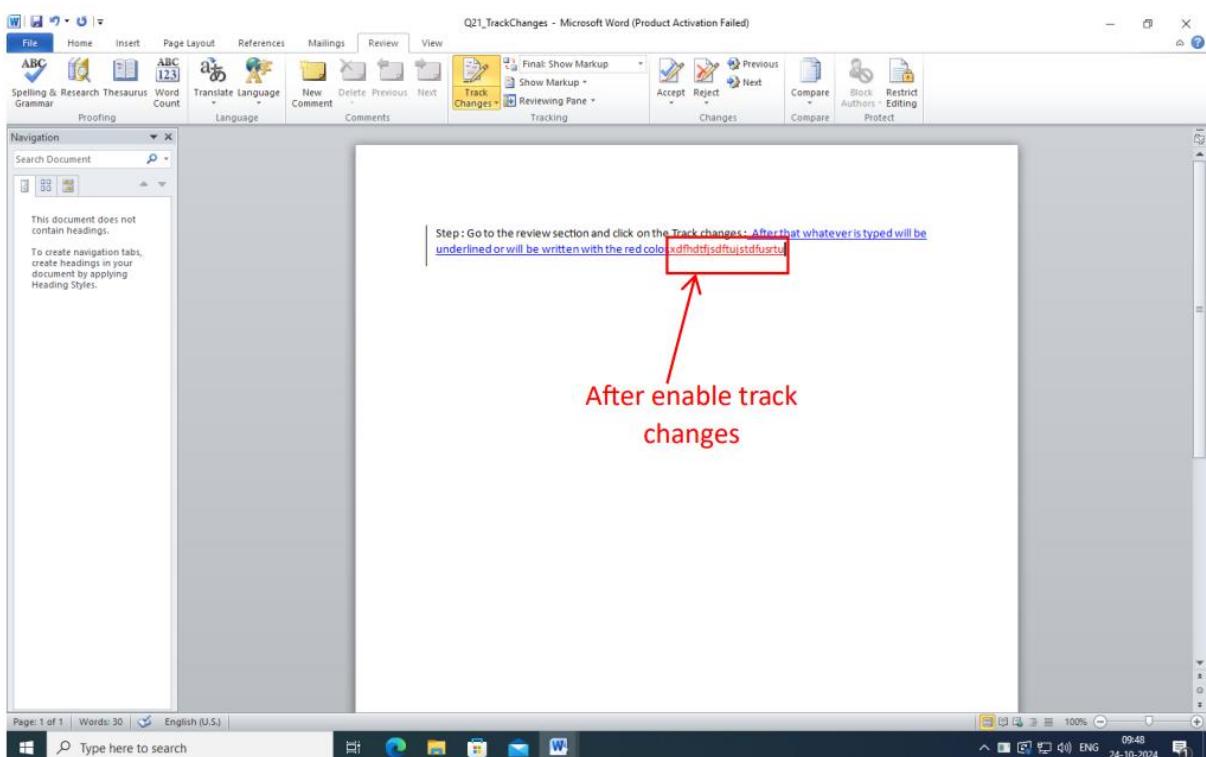
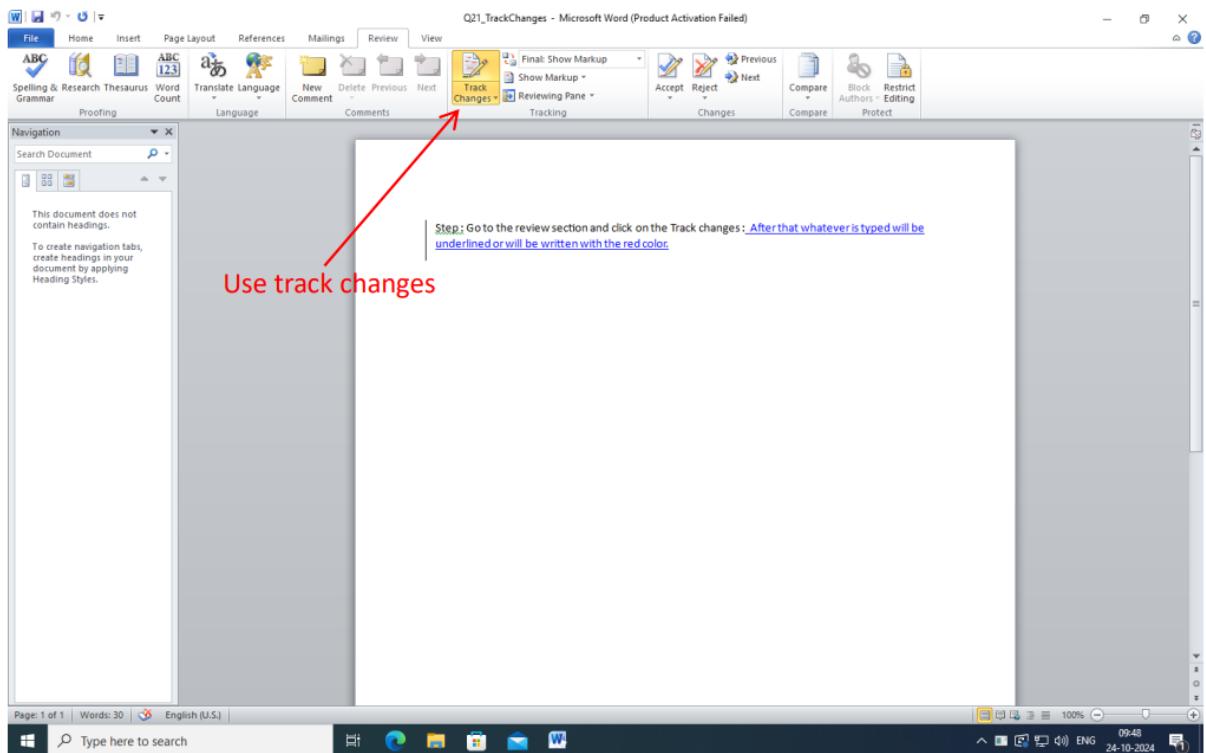
**19. How do you use SmartArt to create a hierarchical chart or process diagram, and customize it with different layouts, styles, and colour?**



## 20. How can you add Date in Document.



## 21. How can you check track changes in document.



## ASSIGNMENT: 2

- 1. Enter and edit different types of data (text, numbers, dates) into a spreadsheet. Then, erase specific entries and resize rows and columns accordingly.**

NAME	PRODUCT	QUANTITY	PRICE	ORDER-DATE	TOTAL
PRIYANKA	NOTEBOOK	20	₹ 40.00	01-11-2024	₹ 800.00
SAARITA	PEN	5	₹ 10.00	02-11-2024	₹ 50.00
KHUSHII	COLORS	1	₹ 25.00	03-11-2024	₹ 25.00
HETAL	FILE	3	₹ 20.00	04-11-2024	₹ 60.00

- 2. Hide and unhide certain rows and columns in a dataset. Explain why this could be useful in data analysis.**

>Hiding and Unhiding is Useful in Data Analysis

- Protecting Sensitive Data
- Improving Performance
- Customizing Reports

- 3. Format a set of cells to have specific font styles, colours, and borders. Then, apply conditional formatting to highlight cells that meet specific conditions.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data consists of a header row and five data rows. The columns are labeled A through F. The data rows contain student names and their marks in various subjects. The "TOTAL" column (F) contains the sum of the other columns for each student. Conditional formatting has been applied to the "TOTAL" column, highlighting cells where the value is greater than 300 with a green color. A callout bubble points to the cell F4 with the text: "Conditional formatting to highlight cells is Greater Than 300 with Green color".

STUDENT	FCOAT	ITWD	FOP	RDBMS	TOTAL
Priyanka	75	79	68	80	302
Hetal	70	68	67	79	284
Riddhi	78	76	69	81	304
Shilpa	71	69	67	78	285

- 4. Use auto formatting to quickly style a large data set. Compare the differences between manual and automatic formatting.**

The screenshot shows the same Microsoft Excel spreadsheet as the previous one, but with two distinct styling approaches applied to different parts of the data area. The top portion of the data (rows 1-5) uses "Auto Formatting", which applies a green background color to the entire row. The bottom portion (rows 8-12) uses "Manual Formatting", where each individual cell is manually formatted with a green background color. A callout bubble points to the cell F4 with the text: "Using Auto Formatting". Another callout bubble points to the cell F12 with the text: "Manual Formatting".

STUDENT	FCOAT	ITWD	FOP	RDBMS	TOTAL
Priyanka	75	79	68	80	302
Hetal	70	68	67	79	284
Riddhi	78	76	69	81	304
Shilpa	71	69	67	78	285

## 5. Add comments to certain cells to explain the content or provide feedback.

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The spreadsheet contains a table of student marks. A comment is added to cell F1, which contains the value "285". The comment text is "- Adding Comments - This is Total of all subject in student table." The Excel ribbon is visible at the top, and the taskbar at the bottom shows various open applications and system status.

STUDENT	FCOAT	ITWD	FOP	RDBMS	TOTAL
Priyanka	75	79	68	80	302
Hetal	70	68	67	79	284
Riddhi	78	76	69	81	304
Shilpa	71	69	67	78	285

## 6. Define a range of cells and demonstrate how to work with ranges to perform bulk operations.

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The spreadsheet contains a table of student marks. A comment is added to cell G1, which contains the value "75.5". The comment text is "- Performing Bulk Operations in Average.". The Excel ribbon is visible at the top, and the taskbar at the bottom shows various open applications and system status.

STUDENT	FCOAT	ITWD	FOP	RDBMS	TOTAL	AVERAGE
Priyanka	75	79	68	80	302	75.5
Hetal	70	68	67	79	284	71
Riddhi	78	76	69	81	304	76
Shilpa	71	69	67	78	285	71.25

**7. Use basic arithmetic formulas (addition, subtraction, multiplication, division) to calculate totals or averages in a dataset.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data is organized into columns A through H:

	A	B	C	D	E	F	G	H
1	PRODUCT	PRICE	QUANTITY	TOTAL PRICE	DIFFERENCE IN QUANTITY			
2	NOTEBOOK	₹ 60.00	5	₹ 300.00	4			
3	PEN	₹ 10.00	20	₹ 200.00	11			
4	FILE	₹ 25.00	9	₹ 225.00	4			
5	COLORS	₹ 40.00	1	₹ 40.00	-8			
6	TOTAL	₹ 135.00						
7	AVERAGE	₹ 8.44						

Annotations explain the formulas used:

- Total price as Multiplication
- Sum of price as Addition
- Average as in Division
- Difference in Quantity as Subtraction

**8. Apply functions like SUM, AVERAGE, COUNT, MAX, and MIN to a range of data. Show how to nest functions for more complex calculations.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data is organized into columns A through H:

	A	B	C	D	E	F	G	H
1	PRODUCT	SALES		TOTAL SALES > AVG				
2	Apples		180					
3	Oranges		200					
4	Bananas		100					
5	Grapes		120					
6	Kiwis		90					
7	Pineapple		140	520				
8	SUM OF SALES		830					
9	AVERAGE SALES		138.33333333					
10	COUNT OF ENTRIES		6					
11	MAXIMUM SALES		200					
12	MINIMUM SALES		90					

Annotations explain the functions used:

- Sum of Sales Greater than Average as in complex calculations
- SUM, AVERAGE, COUNT, MAX, and MIN to a range of data.

**9. Record a macro that automates a repetitive task like formatting or calculating. Demonstrate how to store and use the macro in different worksheets.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The spreadsheet contains a table of student marks for subjects FCOAT, ITWD, FOP, RDBMS, TOTAL, and AVERAGE. Cell G6 is selected. A context menu is open over this cell, containing the following steps:

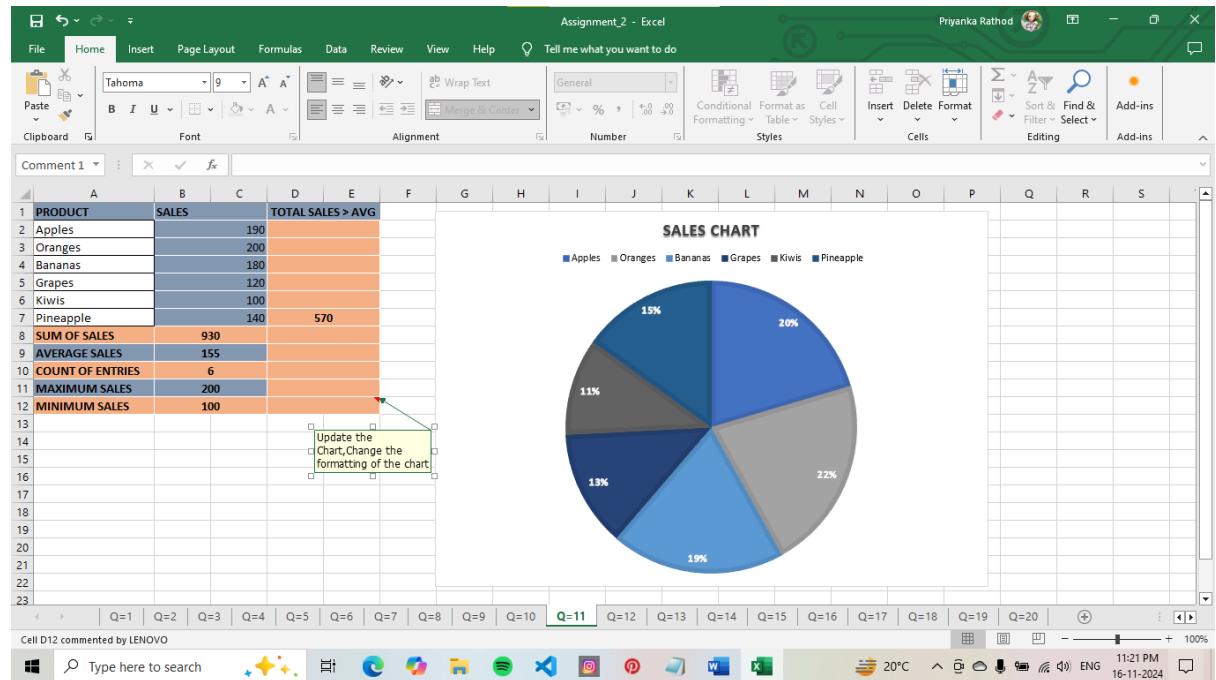
- View > Macros > Record Macro
- Macro Name: Format
- Shortcut key: Ctrl+Shift+F
- Store macro in: This Workbook
- Description: Q=9
- Click "OK"
- Performing the Task.
  - View > Macros > Stop Recording
  - View > Macros > View Macros
  - Select macro name "Format" and Run.

**10. Create a data series and use it to generate a category-based chart using the chart wizard.**

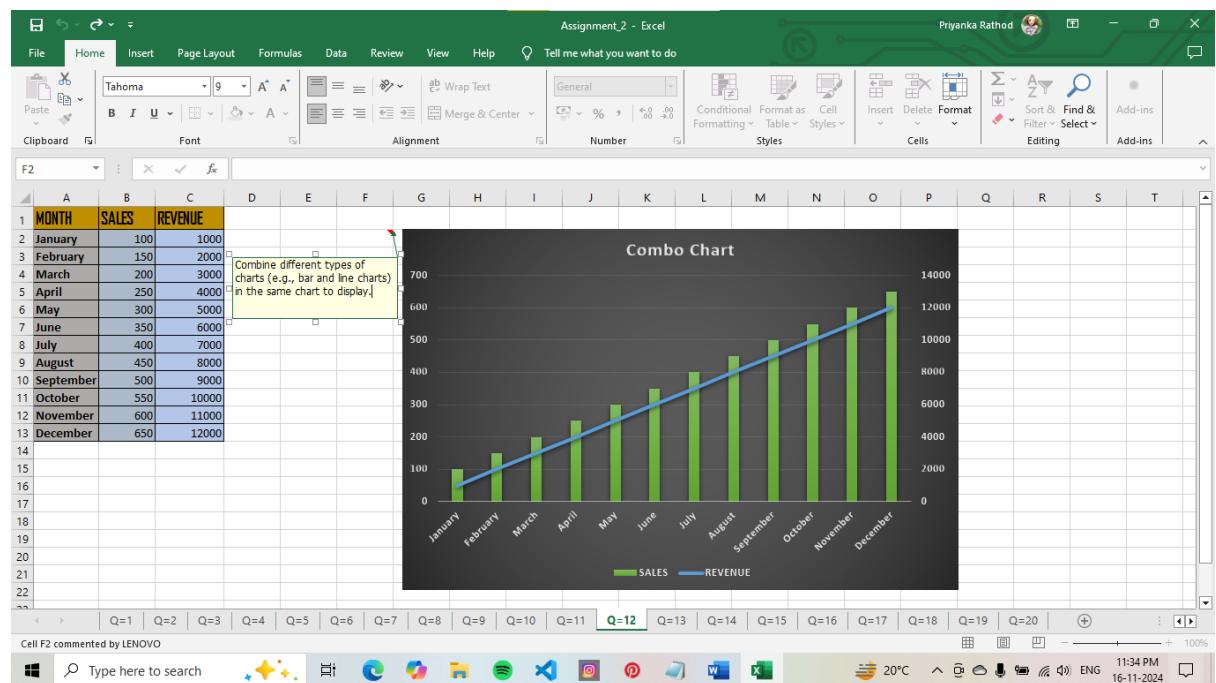
The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The spreadsheet contains a table of sales data for various fruits. A pie chart titled "SALES CHART" is generated based on the data in columns B and E. The chart legend includes Apples, Oranges, Bananas, Grapes, Kiwis, and Pineapple. The data series values are: Apples (22%), Oranges (24%), Bananas (12%), Grapes (14%), Kiwis (11%), and Pineapple (17%).

PRODUCT	SALES	TOTAL SALES > AVG
Apples	180	
Oranges	200	
Bananas	100	
Grapes	120	
Kiwis	90	
Pineapple	140	520
SUM OF SALES	830	
AVERAGE SALES	138.3333333	
COUNT OF ENTRIES	6	
MAXIMUM SALES	200	
MINIMUM SALES	90	

**11. Adjust the data in an existing chart and explore how this affects the visualization. Change the formatting of the chart for a more professional presentation.**



**12. Combine different types of charts (e.g., bar and line charts) in the same chart to display multiple data trends.**



**13. Filter a dataset using Auto Filter and Advanced Filter to isolate specific information.**

Assignment\_2 - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Font Alignment Number Conditional Formatting Styles Cells Editing

Clipboard

General

Wrap Text Merge & Center

Sort & Filter

Find & Select

Add-ins

MONTH	SALES	REVENUE
January	100	1000
February	150	2000
March	200	3000
April	250	4000
May	300	5000
June	350	6000
July	400	7000
August	450	8000
September	500	9000
October	550	10000
November	600	11000
December	650	12000

MONTH	SALES	REVENUE
January	100	1000
February	150	2000
March	200	3000
April	250	4000

Cell C1 commented by LENOVO

Q=1 Q=2 Q=3 Q=4 Q=5 Q=6 Q=7 Q=8 Q=9 Q=10 Q=11 Q=12 Q=13 Q=14 Q=15 Q=16 Q=17 Q=18 Q=19 Q=20

11:37 PM 20°C ENG 16-11-2024

**14. Sort a list of data by multiple criteria (e.g., alphabetically by name, then by date).**

Assignment\_2 - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Font Alignment Number Conditional Formatting Styles Cells Editing

Clipboard

General

Wrap Text Merge & Center

Sort & Filter

Find & Select

Add-ins

NAME	JOINING DATE
Hetal	09-07-2023
Priyanka	23-08-2023
Riddhi	12-09-2022
Saarita	24-10-2024
Shilpa	10-06-2024

Comment 1

Cell B7 commented by LENOVO

Q=1 Q=2 Q=3 Q=4 Q=5 Q=6 Q=7 Q=8 Q=9 Q=10 Q=11 Q=12 Q=13 Q=14 Q=15 Q=16 Q=17 Q=18 Q=19 Q=20

12:01 AM 20°C ENG 17-11-2024

**15. Create a Pivot Table to summarize large datasets, and use the Pivot Table wizard to adjust rows, columns, and filters.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data is organized into a table with columns labeled STUDENT, PRIYANKA, HETAL, RIDDHII, and SHILPA. A Pivot Table is displayed on the right side of the screen, showing various summary statistics for each student across different categories. A tooltip box is overlaid on the screen, containing the text: "Create a Pivot Table and use the Pivot Table wizard to adjust rows, columns, and filters." The tooltip has a yellow background and a black border.

**16. Generate a Pivot Chart based on the Pivot Table data to visually represent the summarized information.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data is the same as in the previous screenshot. A Pivot Chart is now displayed on the right side of the screen, showing a bar chart of total scores for each student. The chart has a light gray background and a white grid. A tooltip box is overlaid on the screen, containing the text: "Pivot Chart based on the Pivot Table data to visually represent". The tooltip has a yellow background and a black border.

**17. Perform a one-variable data table to analyse how changes in a single variable affect a formula or function.**

INPUT		INTEREST RATE		FUTURE VALUE	
PRINCIPAL	₹ 1,000.00	1%	₹ 1,051.01	2%	₹ 1,104.08
YEAR	5	3%	₹ 1,159.27	4%	₹ 1,216.65
ANNUAL INTEREST RATE	3%	5%	₹ 1,276.28	6%	₹ 1,338.23
<b>OUTPUT</b>		7%	₹ 1,402.55		
FUTURE VALUE	₹ 1,159.27				

**18. Use a two-variable data table to analyse multiple scenarios and how different inputs affect the final result**

INPUT		INTEREST RATE		FUTURE VALUE		INTEREST RATE									
PRINCIPAL	₹ 1,000.00	1%	₹ 1,051.01	2%	₹ 1,104.08	1%	₹ 1,010.00	₹ 1,020.00	₹ 1,030.00	₹ 1,040.00	₹ 1,050.00	₹ 1,060.00	₹ 1,070.00	₹ 1,080.00	₹ 1,090.00
YEAR	5	3%	₹ 1,159.27	4%	₹ 1,216.65	2%	₹ 1,020.10	₹ 1,040.40	₹ 1,060.90	₹ 1,081.60	₹ 1,102.50	₹ 1,123.60	₹ 1,144.90	₹ 1,166.40	₹ 1,188.10
ANNUAL INTEREST RATE	3%	5%	₹ 1,276.28	6%	₹ 1,338.23	3%	₹ 1,030.30	₹ 1,061.21	₹ 1,092.73	₹ 1,124.86	₹ 1,157.63	₹ 1,191.02	₹ 1,225.04	₹ 1,259.71	₹ 1,295.03
<b>OUTPUT</b>		7%	₹ 1,402.55			4%	₹ 1,040.60	₹ 1,082.43	₹ 1,125.51	₹ 1,169.86	₹ 1,215.51	₹ 1,262.48	₹ 1,310.80	₹ 1,360.49	₹ 1,411.58
FUTURE VALUE	₹ 1,159.27					5%	₹ 1,051.01	₹ 1,104.08	₹ 1,159.27	₹ 1,216.65	₹ 1,276.28	₹ 1,338.23	₹ 1,402.55	₹ 1,469.33	₹ 1,538.62
						6%	₹ 1,061.52	₹ 1,126.16	₹ 1,194.05	₹ 1,265.32	₹ 1,340.10	₹ 1,418.52	₹ 1,500.73	₹ 1,586.87	₹ 1,677.10
						7%	₹ 1,072.14	₹ 1,148.69	₹ 1,229.87	₹ 1,315.93	₹ 1,407.10	₹ 1,503.63	₹ 1,605.78	₹ 1,713.82	₹ 1,828.04
						8%	₹ 1,082.86	₹ 1,171.66	₹ 1,266.77	₹ 1,368.57	₹ 1,477.46	₹ 1,593.85	₹ 1,718.19	₹ 1,850.93	₹ 1,992.56
						9%	₹ 1,093.69	₹ 1,195.09	₹ 1,304.77	₹ 1,423.31	₹ 1,551.33	₹ 1,689.48	₹ 1,838.46	₹ 1,999.00	₹ 2,171.89
						10%	₹ 1,104.62	₹ 1,218.99	₹ 1,343.92	₹ 1,480.24	₹ 1,628.89	₹ 1,790.85	₹ 1,967.15	₹ 2,158.92	₹ 2,367.36

**19. Conduct a "what-if" analysis using Goal Seek to find the input needed to achieve a specific outcome.**

The screenshot shows a Microsoft Excel spreadsheet titled "Assignment\_2 - Excel". The data is organized into columns A through S, with rows 1 through 23. Row 1 contains the header: STUDENT, FCOAT, ITWD, FOP, RDBMS, TOTAL. Rows 2 through 5 contain student data: Priyanka (75, 79, 68, 80, 302), Hetal (70, 68, 67, 79, 284), Riddhi (78, 76, 69, 81, 304), and Shilpa (71, 69, 67, 78, 285). Cell F6 is selected and highlighted in blue. A green callout box with a red arrow points to cell F6, containing the following text:

- Select "Goal Seek"
- Set Cell: F2
- To Value:302
- By Changing Cell:B2
- Click OK
- Excel will automatically adjust the input value.

The status bar at the bottom indicates "Cell F6 commented by LENOVO".

**20. Protect a worksheet and workbook, set a password, and demonstrate how to unprotect it.**

The screenshot shows the same Microsoft Excel spreadsheet as above. The data is identical. Cell I3 is selected and highlighted in yellow. A green callout box with a red arrow points to cell I3, containing the following text:

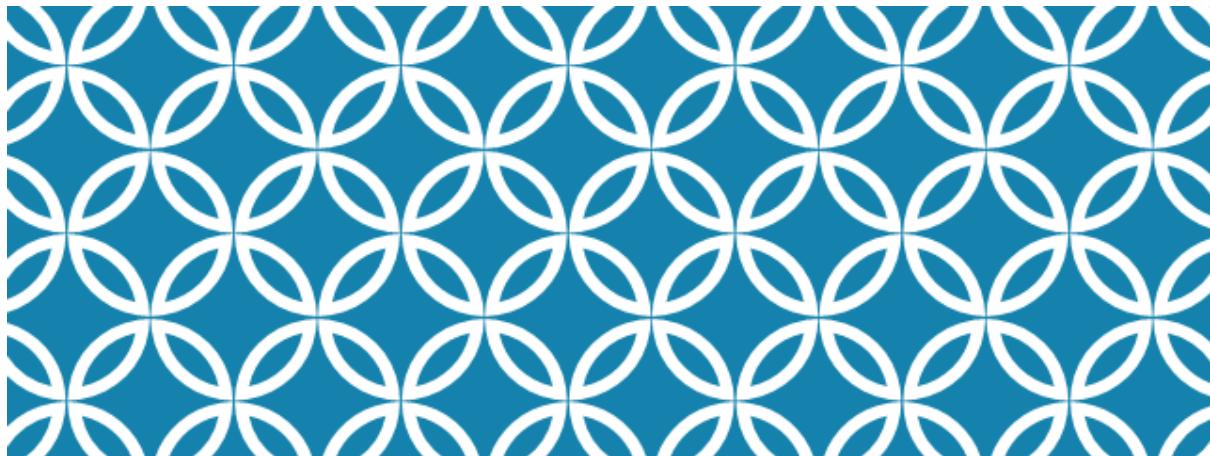
- PROTECT SHEET & WORKBOOK
- UNPROTECT SHEET & WORKBOOK

Below these, another green callout box with a red arrow points to the right, containing detailed steps for protecting the sheet and workbook:

- Unprotect worksheet
  - Select "Protect Sheet"
  - Go to "Review"
  - Click "Unprotect Sheet"
  - Enter the password if prompted.
- Unprotect Workbook
  - Go to the "File" tab
  - Click "Info"
  - Select "Protect Workbook"
  - Choose "Encrypt with Password"
  - Enter a password and click "OK"
  - Re-enter the password to confirm

The status bar at the bottom indicates "Cell I3 commented by LENOVO".

## **ASSIGNMENT: 3**



### **ASSIGNMENT FCOAT -3**

NAME :- PRAJAPATI ZAHANVI  
ROLL NO :- 21  
COURSE :- PGDCSA

- 
1. Create a presentation using the AutoContent Wizard and compare it to one created from scratch. Discuss the differences.

#### **Q-1 : AUTO-CONTENT WIZARD**

1. FILE
2. NEW
3. SELECT TEMPLATE
4. FILL IN CONTENT



2.

**Start a new presentation using a template. Add a title slide and at least two additional content slides.**

## Q-2 : NEW PRESENTATION

1. FILE
2. BLANK PRESENTATION
3. HOME
4. LAYOUT
5. CLICK TITLE SLIDE
6. CLICK NEW SLIDE

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3



3. **Insert, delete, and rearrange slides within a presentation. Copy a slide to use it in another part of the presentation.**

## Q-3 : COPY A SLIDE



## FOOTER ASSIGNMENT - 3

NAME :- PRAJAPATI ZAHANVI  
ROLL NO :- 21  
COURSE :- PGDCSA

4. Add bullet points and numbers to organize information on a slide.  
Customize their styles and spacing.

## Q-4 : BULLET POINT

- |          |         |
|----------|---------|
| 1. FOP   | ❖ FOP   |
| 2. FCOAT | ❖ FCOAT |
| 3. ITWD  | ❖ ITWD  |
| 4. RDBMS | ❖ RDBMS |

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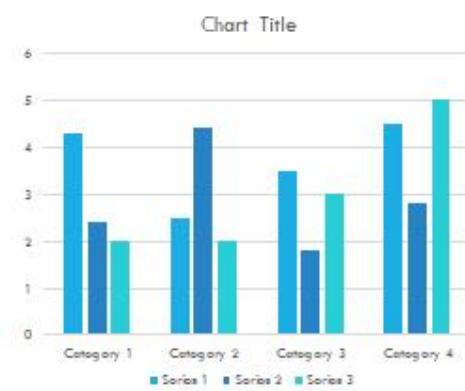
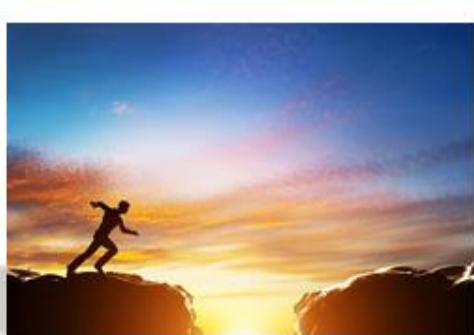
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5



5. Enhance a slide by inserting an image, a graph, and a chart. Adjust their positions to fit well on the slide.

## Q-5 : IMAGE, CHART



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6



6. Apply slide transitions to all slides and preview them in slideshow mode.

## Q-6 : SLIDE TRANSITIONS

TRANSITIONS

TRANSITION TO THIS SLIDE

SELECT ONE FOR TRANSITIONS



7. Use an animation scheme to animate elements on a slide, such as text, images, or charts. Try different schemes to see their effects.

## Q-7 : ANIMATIONS

CLICK THE TEXT

ANIMATIONS

ANIMATION

SELECT ONE FOR TRANSITIONS

TIMING

6. START SELECT AFTER PREVIOUS

7. SET DURATION



8. Create a slide with a sound or video file embedded. Set the media to start automatically when the slide is shown.

## Q-8 : SOUND IN SLIDE

TRANSITIONS

TIMING

SELECT ONE SOUND

SET DURATION

APPLY TO ALL



9. Design a title slide using WordArt to make the text more visually appealing. Modify colors and styles to suit the presentation theme.

## Q-9 : WORDART TEXT

- INSERT
- TEXT
- WORDART
- SELECT ONE STYLE
- WRITE A TEXT

**PGDCSA**



10. Add headers and footers to all slides, including date, slide number, and custom text.

## Q-10 : HEADER & FOOTER

INSERT  
TEXT  
HEADER & FOOTER  
SLIDE  
DATA AND TIME , SLIDE NUMBER, FOOTER  
APPLY TO ALL

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11



11. Use Action buttons to link to another slide, another presentation, or an external website.

## Q-11 : LINK SLIDE

<u>COPY SLIDE</u>	SELECT TEXT
<u>BULLET POINT</u>	INSERT
<u>PHOTO</u>	LINK
<u>WORDART TEXT</u>	PLACE IN THIS DOCUMENT
	SELECT A SLIDE TITLES
	OK

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12



**12. Customize the Slide Master to apply a consistent background, font style, and colour scheme across all slides.**

## Q-12 : MASTER SLIDE

VIEW

MASTER VIEWS

SLIDE MASTER

APPLY YOU WANT TO DO

CLOSE MASTER VIEW

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13



**13. Modify the Handout Master and Notes Master to format handouts and speaker notes to include branding or specific layouts.**

## Q-13 : HANDOUT & NOTES MASTER

### HANDOUT MASTER

VIEW

MASTER VIEWS

HANDOUT MASTER

APPLY YOU WANT

CLOSE MASTER VIEW

### NOTES MASTER

VIEW

MASTER VIEWS

NOTES MASTER

APPLY YOU WANT

CLOSE MASTER VIEW

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14



**14. Rearrange and hide specific slides in a presentation, then unhide them and preview in slideshow mode.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

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15



**15. Add comments to specific slides to provide feedback or notes for future revisions.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

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15



**16. Set up a custom slideshow to display only selected slides from the presentation.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SLIDE SHOW

SET UP

SET UP

HIDE SLIDE

HIDE SLIDE



**17. Record narration for a slideshow and test the playback on each slide to ensure clarity.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SLIDE SHOW

SET UP

SET UP

HIDE SLIDE

HIDE SLIDE



**18.Create a self-running presentation by setting automatic slide timings and transitions.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

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15



**19.Use the Pack and Go wizard to save a presentation with linked media files for sharing or transport.**

## Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE

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15



20. Print the slides, speaker notes, and handouts in various layouts, and print an outline of the presentation.

## Q-20 : PRINT SLIDES

FILE  
PRINT  
SELECT PRINT LAYOUT  
SELECT PAGE COLOR  
CLICK PRINT

