|  |  |  |  |
| --- | --- | --- | --- |
| Sno | Word | Excel | Powerpoint |
|  | Uses:   * Letter pad work * Office statement work * Static billing work * College project work * Application form ready | Uses:   * Gst Calculation work * Rank card calculation * All kind of calculations | Uses:   * Ads * Seminars slide * College project |
|  | Run command:  winword | Excel | Powerpnt |
|  | Working area:  Pages,document | Book, sheet | Slides |
|  | Cursor  Blinking point | Box [rectangle] | Square box |
|  | Line 1,2.. | Rows, column | Slide layout, line |

Power point Uses?

1. Ads 🡪create[animate ads]
2. Seminars[meetings] 🡪 pages [slides] 🡪 create
3. College, business Projects 🡪pages [slides]
4. Mini story, mini movies 🡪 create[photos, videos..]

Open method?

1. Start 🡪Run[windows+R] 🡪click
2. Powerpnt 🡪type
3. Press 🡪Enter button

Slide layout?[new slide create]

1. Title slide - two headings type
2. Title and content - one title , 5 points or 1 photos
3. Two content - one heading, two 5points or 2 photos
4. Title only

**Ms word commands**

1. Table row 🡪automatic 🡪 Tab
2. Number automatic 🡪 numbering [home 🡪paragraph]
3. Rows above🡪select 🡪right click 🡪insert 🡪above or below, left, right