1. Table with alignment exe -14
   * Select the row or column
   * Go to layout menu 🡪click
   * Go to alignment 🡪choose any one

Note:Top left , Top center,Top right, Center left,Center center, center right, Bottom left, bottom center, bottom right

**Default:** Top left

1. Word art
   * Go to insert menu 🡪click
   * Go to word art🡪click
   * Choose any one word art
   * Type the word or letter
   * Finally click ok

**Note**: Text wrapping ,shape fill , shape outline

1. Shapes
   * Go to insert menu 🡪click
   * Go to shapes command 🡪click
   * Choose any one shapes
   * Click and drag the shapes using mouse
   * Finally click ok

**Note:** Text wrapping ,shape fill , shape outline

1. Power point show /Insert and delete a slide/Exe-24
   * Insert:
     + Click any one slide
     + Home menu 🡪click
     + Go to New slide🡪click
     + Choose any one layout
   * Delete slide
     + Right click on the slide in task pane area
     + Go to delete slide and click
2. Pendrive to computer /Computer to Pendrive
   * Normal copy and paste command