Assignment IV

1. Define presentation software. What are the features of presentation software?

2. What are the necessary points to be considered for good presentation?

3. What is the difference between transition and animation? Discuss the process of adding transition and animation in MS PowerPoint.

4. What is Master slide? What are the available views in MS PowerPoint?

5. What do you mean by Handouts, Note pages and Outline? How can Smart Art be used in MS PowerPoint?

6. Write down the steps of recording a slideshow in MS PowerPoint.

7. Prepare a report on all the Tabs of MS Excel.

8. Create a slide using different graphs, charts, art objects, animations, animations with sounds. Add audio, video in slides. Play with display timing, slide notes and comments, background, themes, and linking and embedding objects. **[SKIP]**