We do the following while doing PPT.

1. Copy each Question from the Word document and paste it in the PPT slide.

2. Font will be increased to Arial 25 for GK & English and for other than GK and English i.e., Quant,

Reasoning & DI etc the font will be Arial Bold 30.

3. There are two types of Questions.

(i) **Individual Question** where data is not required to answer the questions. Directions for this type of questions would be "**Select the correct alternative from the given choices**." will be pasted only one time in the first slide. For GK, we will not give the directions at all.

(ii) **Questions based on the common data** - Directions for this type of questions will be pasted above the first question of that particular set.

4. Any images like Diagrams/Tables/Charts etc., we change the background and colour of the lines (if the image is like pie-chart/tables) to white after pasting it into PPT slide.

5. Formatting - We do two types of formatting.

(i) **Questions from English subject/Section** - Most of the questions will have passage-based questions. The passage will be presented before a set of questions. The passage generally will not fit into one slide. It may continue to more than one slide. So, wherever it continues to the next slide, we mention "Continued" on the right side of the slide ending, till that passage ends. Based on the question length, we continue pasting questions one below the other. If the answer options are two length then the options can go into next slide.

(ii) **Questions from Other than English subject/section** : We take each question in each slide. We will not split Questions and Options in two different slides.

(iii) Questions will be given in white colour, options will be given in Yellow colour.

Some of the courses we give Directions, Questions and Options will be in white.

(v) Questions and options should not be split into two slides. Complete question with options to be fit in the single slide only.