

MS – POWERPOINT NOTES

PowerPoint is the leading multimedia presentation software. It is a tool used for presenting information in a dynamic slideshow format.

There are many ways to use MS – PowerPoint:

- a) To create “slideshow” in the computer.
- b) To quickly create a presentation to publish on worldwide web.
- c) The slides can be arranged and printed as handouts for reference.

1. How to open MS – PowerPoint on PC?

Following are the steps -

Step 1: click on the start button

Step 2: choose All programs

Step 3: select MS office

Step 4: under MS Office, click on MS – PowerPoint

A blank presentation is open on the screen. According to the requirement, user can modify the template for presentation and start using the application.

2. What is slideshow in PowerPoint presentation?

When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, in a set pattern. This is known as a PowerPoint slideshow.

3. What are the elements which can be added to a slide?

The following elements can be added to a PowerPoint slide:

- a) Graphs
- b) Clipart
- c) Tables
- d) Photographs
- e) Charts
- f) Media clips
- g) Videos

4. What are different features of MS – PowerPoint?

There are multiple features that are available in MS – PowerPoint which include the following:

a) SLIDE LAYOUT

It contains formatting positioning and placeholder boxes for all of the content that appears on a slide.

b) INSERT

Under the insert category multiple options are available where one can choose the feature to insert clipart, videos, audios, header, footer, symbols in their presentation.

c) SLIDE DESIGN

MS – PowerPoint has various themes using which background colour and designs or textures can be added to a slide.

d) ANIMATIONS

During the slideshow, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “animations” category.

e) TEXT FORMATTING FEATURE

PowerPoint supports following text formatting features – they are lists, hyperlink, add text boxes, paragraph formatting, highlighting, etc.

5. How many maximum slides can be added to a PowerPoint presentation?

There is no slide limit

6. Slide sorter view can be selected under which category?

VIEW

7. What is the shortcut key to add a new slide in the presentation?

Ctrl + M

8. Which combination of keys can be used as a shortcut to add a new presentation?

Ctrl + N

9. Header and footer option is available under which category?

Insert option

10. Shortcut key for slideshow from beginning is **F5** and for slideshow from current slide is **SHIFT + F**
11. What PowerPoint feature will you use to apply motion effects to different objects of a slide? **Animation scheme**
12. What type of view is not present in MS – PowerPoint?
EXTREME ANIMATION
13. PowerPoint view that displays only text is **OUTLINE VIEW**
14. **POWERPOINT PHOTO ALBUM** is a presentation that you can create to display your personal or business photographs.
15. Which command brings you to the first slide in your presentation?
Ctrl + Home
16. A **SMART ART** is a visual representation of your information that you can completely customize in MS – PowerPoint.
17. In which bar we can see the current position of the slide?
STATUS BAR
18. The minimum zoom size in PowerPoint **10** is
19. The maximum zoom size in PowerPoint is **500**
20. Which view helps to rearrange the slides easily and quickly?
SLIDE SORTER
21. Which feature is not present in MS - PowerPoint?
SCAN A VIRUS
22. Which feature is used to add a shadow behind selected text?
TEXT SHADOW
23. **which is not a valid edition of MS – PowerPoint?**

- a) MS – PowerPoint 2003
- b) MS – PowerPoint 2007
- c) MS – PowerPoint 2010
- d) MS – PowerPoint 1920**

24. Animation of a slide is possible with **MS – PowerPoint**

25. which key helps to move to the end of line?

END

26. A new presentation can be created from which of the following?

- a) Blank presentation
- b) From existing presentation
- c) From design template
- d) All of the above**

27. Which font effect is not available in MS – PowerPoint font dialog box?

EMBESS

28. Which of the following is not a part of slide design?

- a) Design template
- b) Colour scheme
- c) Animation scheme
- d) Slide layout**

29. To insert a new hyperlink in a slide – **INSERT ARROW KEY
HYPERLINK(CTRL + K)**

30. PowerPoint presentation is a collection of **slides and handouts** ,
speakers notes , **outlines**

31. When you cut and paste the content it is temporarily transferred to
CLIPBOARD

32. Write the steps to protect the document with password

Following are the steps to protect a document with password:

- 1) Open the PowerPoint file

- 2) Create the slides.
- 3) Go to file option -> select save / save as
- 4) Select tools option -> general options
- 5) Type the password under 'password to open' option -> re-enter password to open (same password)
- 6) Click on ok
- 7) Give the file name with .ppt extension
- 8) Click on SAVE

33. The combination of which keyboard keys can be used to add a new slide in MS-PowerPoint ?

Ctrl + N

34. Header and footer is available under which of the following?

- a) Home
- b) Insert**
- c) Layout
- d) Review

35. What is slide sorter?

It is a view to see the slides presentation in a sorter view. It allows the user to see all the slides in a single view.

Slide sorter view makes it easy for the users to sort and organize the slides in a sequence if they want to print their slides.

36. What do you understand by slide view?

Slide view is a view to see the presentation slides in four different modes which are :

- 1) Normal
- 2) Slide sorter
- 3) Reading view
- 4) Slide show

37. How to insert hyperlink to a PowerPoint presentation?

Steps to insert a hyperlink :

- 1) Navigate to the **INSERT** tab and go to the links section in ribbon

- 2) Click on the link. It will open an **INSERT HYPERLINK** window connected with your device folders to choose a file and make it a hyperlink.
- 3) Choose a file from here and then click ok.
PowerPoint will automatically create a hyperlink for the selected file. When you click the link, your chosen file will open.

38. **Explain v-lookup in MS-Excel.**

- V-lookup (vertical - lookup) is a built in excel function that is designed to work with data that is organised into columns.
- For a specific value the function finds (lookup) the value in one column of data and returns the corresponding value from another column.

Steps to perform v-lookup in excel :

- 1) In the **FORMULA** bar, type **=vlookup()**
- 2) In the parentheses, enter your vlookup value, followed by a comma.
- 3) Enter your table array or lookup table, the range of data you want to search, and a comma : (H2, B3:F25, enter column index number)
- 4) Enter the range lookup value, either TRUE or FALSE.

39. **How to apply filter in MS-Excel?**

The filter function allows to filter a range of data based on a given criteria/condition.

Steps to filter a range of data:

- 1) Select any cell within the range
- 2) Select data > filter
- 3) Select the column header arrow
- 4) Select text filters or number filters, and then select a comparison, like between
- 5) Enter the filter criteria and select ok.

40. **Write any five applications of PowerPoint**

- 1) **Creating resumes** – digital resumes can be formed using MS PowerPoint. Different patterns, photographs , etc can be added to the resume.
- 2) **Depicting growth** – since both graphics and text can be added in a presentation, depicting the growth of a company, business, student's marks, etc. is easier using ppt.
- 3) **Education** – with e-learning classes, powerpoint presentations can help in making education more interactive.
- 4) **Marketing** – in the field of marketing, powerpoint presentations using graphs and charts, numbers are shown more evidently and clearly which may be ignored by the viewer if being read.
- 5) **Business** – to invite investors or to show the increase/decrease in profits, MS-PowerPoint can be used.

1. What is PowerPoint?

PowerPoint is the leading multimedia presentation software. PowerPoint is a high-powered software tool used for presenting information in a dynamic slide show format.

2. How to open MS PowerPoint on a personal computer?

Answer: Follow the steps below to open MS PowerPoint on a personal computer:

1. Click on the start button
2. Then choose "All Programs"
3. Next step is to select "MS Office"
4. Under MS Office, click on the "MS PowerPoint"

A blank presentation is open on the screen. According to the requirement, a person can modify the template for a presentation and start using the program.

3. What is a slide show in a PowerPoint presentation?

Answer: When all the slides of a PowerPoint presentation are set in series and then presented to a group of people, where each slide appears one after the other, in a set pattern, this is known as a PowerPoint slide show.

4. What all elements can be added to a slide?

Answer: The following elements can be added to a Powerpoint slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs

5. Charts
6. Media Clips
7. Videos

5. Features of MS PowerPoint

There are multiple features that are available in MS PowerPoint which can customise and optimise a presentation.

- **Slide Layout**
- **Insert – Clipart, Video, Audio, etc.**

Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

- **Slide Design**

MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide.

- **Animations**

During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.

6. How many maximum slides can be added to a PowerPoint presentation?

Answer: (3) No fixed number

7. Slide Sorter view can be selected under which of the following categories?

Answer: (4) View

8. The combination of which keyboard keys can be used as a shortcut to add a new slide in MS PowerPoint?

Answer: (3) ctrl+M

9. Header and Footer option is available under which of the following categories?

Answer: (1) Insert

10. How to protect a presentation by setting up a password on it?

Set a password on a file to which you want to protect. Follow the below steps to set a password:

File -> Info -> Protect Presentation -> Encrypt with Password

- Open the file which you want to make password protected.
- Go to **File** in the menu bar and click on the **Info** present at the left of the panel.
- Here, click on the **Protect Presentation** dropdown menu under which you will get an option **Encrypt with Password**. Click on it to protect the file with a password.
- Create a password for the file. (It will ask two times to set a password.)
- Now, file is password protected. It will ask for the password whenever you will open it.

11. Which shortcut key is used to start and exit from the slideshow?

- Press the **F5** key to start the slideshow of a PowerPoint presentation.
- To exit from the slideshow, use **Esc** (Escape Key).

12. What is a slide shorter view?

Slide Shorter View is a view to see the slides presentation in a shorter view. It allows the users to see all the slides in a single view. Slide Shorter View makes it easy for the users to sort and organize the slides in a sequence if they want to print their slides.

You can get this slide shorter view near the Reading View option in the toolbar section. Besides that, you can also get it at the bottom of the slide window on the taskbar or inside the **View tab** on the ribbon

13. What do you understand by Slide view?

Slide View is a view to see the presentation slides in four different modes, which are -

1. Normal
2. Slide Sorter
3. Reading View
4. Slide Show

14.How to insert a hyperlink to a PowerPoint presentation?

There are two ways to insert a hyperlink to a PowerPoint presentation:

First Method:

- Navigate to the **Insert** tab and go to the Links section in ribbon.
- Click on the **Link**. It will open an **Insert Hyperlink** window connected with your device folders to choose a file and make it a hyperlink.
- Choose a file from here, and then click the **OK**
- PowerPoint will automatically create a hyperlink for the selected file. When you click this link, your chosen file will open.

15.Which command is used to directly take the user to the last slide of the presentation?

Hit **Ctrl + End** command to directly take you to the last slide of the PowerPoint presentation

16.How to Create Slide transition and Editing special effects in PowerPoint

1. OPEN MS POWER POINT PRESENTATION
2. Go to Transition Menu
3. Apply different options like cut, wipe, fade etc
4. Click special effects label to create special effects in PPT

17.How to Create an organization chart

- OPEN MS POWER POINT PRESENTATION
- 1. On the INSERT tab, in the Illustrations group, click SmartArt.
- 2. In the Choose a SmartArt Graphic gallery, click Hierarchy, click an organization chart layout and then, click OK.
- 3. To enter your text, Click in a box in the SmartArt graphic, and then type your text.
- 4. To add additional text box in each level, select left hand side arrow button and insert the text box.

18.Which of the following is the file extension of the PowerPoint application?

- a. In a presentation of PowerPoint, the special effects used to introduce slides are known as – Transitions

Transition effects appear when one slide changes into the next slide in a Slide

Show. MS PowerPoint offers several types of transitions, which makes the presentation attractive and effective. When you add a transition on a slide, the slide changes in a different way rather than simple.

19. What is the motion path in powerpoint?

A motion path is a method of moving objects on a slide. PowerPoint allows its users to add motion to an object in the slide. You can add motion to an object from the Animation tab by selecting an object.

MS-WORD

Notes

What are the various font styles?

Times new roman, arial, arial black, calibri, arial narrow, century, centurygothic, cooper black, impact, verdana, wide latin, symbol.

What are the various options of formatting paragraphs?

Bullets: start a bulleted list or click the drop-down arrow to choose a bullet style.

Numbering: start a numbered list or click the drop-down arrow to choose a number style.

Decrease indent: decrease the indent level of the current or selected paragraphs.

Increase indent: increase the indent level of the current or selected paragraphs.

Sort: alphabetize the selected text.

Align text left: align the current or selected paragraph(s) on the left side.

Align text right: align the current or selected paragraph(s) on the right side.

Centre: align the current or selected paragraph(s) in the centre.

What is the shortcut key of find, replace and go-to?

Find : Ctrl + F

Replace: Ctrl + H

Go-to: Ctrl + G

Write shortcut keys for cut, copy and paste

Cut: Ctrl + X

Copy: Ctrl + C

Paste: Ctrl + P

How do we include header and footer in a word document? Step

1: click on insert tab.

Step 2: click on header tab. Select the template which will display the header for every page.

Step 3: click on insert tab.

Step 4: select footer tab and select the template which will display footerforevery page.

What is word processor?

Word processor is an application software released by Microsoft which is used for production and editing of any printable material. Example : MS-Word 2007, MS-Word 2010.

What is paragraph in MS-Word? what is the use of it?

A distinct division of printed matter that begins on a new, usually indented line, consists of one or more sentences and typically deals with a single topic or quotes on speaker's continuous words. A mark (¶) is used to indicate where a new paragraph should begin or to serve as a reference mark.

How can we replace multiple wrong words with correct ones at a time in MS-Word?

Step 1: click on home tab

Step 2: click replace button in the editing group.

Step 3: in replace dialog box – write wrong words in find what box and correct the word in replace with box.

Step 4: click find next and click replace.

Step5: repeat steps until replace is finished.

Write the shortcut keys for the following-

Undo: Ctrl + Z

Redo: Ctrl + Y center

Alignment: Ctrl + E

Right- aligned: Ctrl + R

Left- aligned: Ctrl + L

Spell check: F7

Save: Ctrl + S

Save as: Ctrl + F12

Openfile: Ctrl + O

Close file: Ctrl + F4 / Ctrl + W

Print preview: Ctrl + F2

Print: Ctrl + P

Select all: Ctrl +A

Which shortcut key is used to open a new blank document?

Ctrl + N

Bullets and numbering feature of MS-Word helps to create a list in a document.

Which shortcut key is used to find a particular word in a word document?

Ctrl + F

MS-Word is an example of **application software**.

What is operating system?

It is a software that acts as an interface between end user and computer hardware.
Example: linux, windows, unix, dos.

Which shortcut key is used to 'align centre' the selected text in MS-Word?

Ctrl + E

A file with **.doc / .docx** file extension is used to save word document.

.docm file extension is used to open a macro enabled document.

which of the following cannot be entered using insert menu in MS-Word?

Table Shapes

Header

Line spacing

Answer: d) line spacing

In MS-Word Ctrl + Home is used for **moving the cursor to the beginning of the document**.

Press **F1** key to open the help window in MS-Word 2007 document.

What do you mean by e-signature and how to create digital signature?

- A digital signature is type of electronic signature that adds a security feature through encryption.
- It uses public key infrastructure (PKI) that requires keys to be created and saved in a secure manner.
- It also provides features such as time-stamps to maintain the integrity of the document.
- To digitally sign a word document, that user must have a current digital certificate, issued by a certificate authority (CA).
- Certificate authorities are third-part organizations that issue trusted certificates to other entities.
- Follow these steps to create e-signature in word:
 1. Find where the signature is needed and insert a signature line.
 2. Add information about the signer (name, title,...)
 3. Right-click on the signature line and click “sign”. you may upload an image of your signature.
 4. On the “signing as” box, click change. Ensure you choose the right digital certificate and populate the additional information required.
 5. Click “sign” and complete.

What is the procedure of inserting pictures in an MS-Word document?

1. Place the cursor where you want the image to appear
2. Click the picture command in the illustration group. The insert picture dialog box appears.
3. Select the desired image file, then click insert to add it to your document by selecting an image file.

What is the procedure of inserting header and footer in an MS-Word document?

1. Go to insert > header or footer.
2. Choose from a list of standard headers or footers.
3. Go to the list of header or footer option and select header or footer that you want. [or] create your own header or footer by selecting edit header or edit footer.
4. When you are done select close header and footer or press Esc.

Write the steps to insert SmartArt in MS-Word

1. Place the insertion point in the document where you want SmartArt graphic to appear.
2. From the insert tab, select the SmartArt command in the illustrations group, clicking the SmartArt command.
3. A dialog box will appear....
4. The SmartArt graphic will appear in your document.
5. Enter your text by doing one of the following: click [text] in the textpane and then type your text.

Differentiate between footnote and endnote

Footnotes appear on the bottom of the page that contains the sentence to which it refers.

Endnotes are listed at the end of the document or section.

How do you insert table of contents in MS-Word?

1. Click into the document where you want to insert a table of contents.
2. Click the references tab on the ribbon.
3. Click the table of contents button.
4. Select a table of contents style.

How to insert page numbers after a table of contents?

1. Go to insert > header or footer > edit header or edit footer
2. Select different first page
3. In the header or footer area, you should see a label on the first page that says first page header...
4. Select close header and footer or press Esc to exit.

How to insert date and time in MS-Word?

1. On the insert tab, in the text group, click date and time.
2. In date and time dialog box, select the format you want.
3. Select the update automatically check box.
4. Date is inserted as a field and will update automatically.

Write down the procedure of disabling automatic spell check

1. Click file > options
2. Click on proofing

3. Uncheck the box “check spelling as you type” box under the “when correcting spelling and grammar in word” option.
4. Click ok
This will disable the automatic spell checking.

What is word wrap?

It is a word processing feature that automatically transfers a word that has insufficient space from the end of one line of text to the beginning of the next.

What is the use of Word Art?

It is used to create decorative effects to the text styles.

What are the different types of case available in MS-Word?

- Sentence case: It capitalizes the first letter of each sentence.
- Lower case: It changes the text from uppercase to lower case.
- Upper case: It capitalizes all the letters of your text.
- Capitalize each word: It capitalizes all the first letter of each word.

What are the two orientation that can be fixed in page setup?

- Landscape
- Portrait

Write any four tasks that you can do in Word application?

- Save changes
- Share document online
- Add a header or footer
- Add page number
- Find and replace text

A vertical blinking line in a word document is called **cursor**.

Which of the following is pressed to cancel the last action?

Ctrl +Z

In which ribbon is the FONT group present?

HOME

To create a duplicate copy of a text in a Word document, you use **copy paste**.

FILL IN THE BLANKS

1. Microsoft word is a **word processor**.
2. To create a document, you simply start typing text from the **cursor's** position.
3. The paste buttons is present in the **clipboard** group.
4. The keyword shortcut Ctrl +X is used to **cut** the selected text.
5. The **italic** button gives a titled effect to the text.

Prepare a shopping bill in MS-Word.

1. Open MS-Word in Microsoft office
2. Type the required data
3. Calculate the total using auto sum formula for the table
 - a. Select Cell of the table
 - b. And go to layout → formula
 - c. Select formula → sum(above)
4. Save the document

Mr. John bought the following from Apna stores, Madras on 3.11.2020:

- i. 1 white board stand costing 951 rupees
- ii. 1 white board costing 1800 rupees
- iii. 2 100 pages of books of 40 rupees each
- iv. 3 pen sets of 20 rupees each

OUTPUT:

Bill Generated by Apna stores				
Sl.No	Product	Quantity	Cost per unit	Total cost
1	White board stand	1	951	951
2	White board	1	1800	1800
3	Book	2	40	80
4	Pen	3	20	60
SUM				2891

What is mail merge? write the steps for mail merge.

- Mail merge is a powerful tool for writing a personalized letter or e-mail to many people at the same time.
- It imports data from another source such as spreadsheet and the uses that to replace placeholders throughout the message with relevant information for each individual that is being messaged.
- In Microsoft office word 2007, click start mail merge in the start mail merge group on mailings tab, and then click step-by-step mail merge wizard.
- Mail merge is most often used to print or sent email form letters to multiple recipients. Using mail merge you can easily customize form letters for individual recipients.
- Mail merge is also used to create envelopes or labels in bulk.

STEPS FOR MAIL MERGE :

1. Click on mailings tab
2. Click on start mail merge
3. Click on step-by-step mail merge wizard
4. A mail merge dialog box will open with 6 steps process

EXCEL NOTES

1. Explain pivot tables and its uses.

A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays result in another spreadsheet. It saves a lot of time. Allows to link external data sources to our Excel.

CREATING A PIVOT TABLE AND CHART FOR THE FOLLOWING

ORDER ID	PRODUCT	UNIT PRICE	QUANTITY
10239	RICE	50	25
10240	DAL	45	10
10241	SUGAR	50	5
10242	SOAP	20	10
10243	DETTOL LIQUID	100	1
10244	SURF	250	2
10245	MILK	19	2
10246	OIL	99	6
10247	GHEE	125	2
10248	ATTA	25	10

SOLUTION: CREATE THIS TABLE IN EXCEL SHEET

PIVOT TABLE

STEP 1: INSERT-> PIVOT TABLE CHOOSE PIVOT TABLE

STEP 2: FROM THE POP UP WINDOW SELECT RANGE

STEP 3: FROM PIVOT TABLE FIELD LIST

CHOOSE FIELDS TO ADD TO REPORT- ORDERID AND QUANTITY

STEP 4: DRAG SUM OF ORDERID TO ROW LABELS

STEP 5: CHANGE THE ROW LABEL NAME TO ORDER ID

PIVOT CHART: PivotChart in Excel is **an in-built program tool that helps you summarize selected rows and columns of data in a spreadsheet**. The visual representation of a PivotTable or any tabular data helps summarize and analyze the datasets, patterns, and trends.

STEP 1: INSERT-> PIVOT TABLE

CHOOSE PIVOT CHART

STEP 2: FROM THE POP UP WINDOW SELECT

RANGE

STEP 3: FROM PIVOT TABLE FIELD

LIST
CHOOSE FIELDS TO ADD TO REPORT

2. What is cell?

Intersection of a row and column in a worksheet is called a cell. Each cell has a unique address.

3. What is workbook?

Excel file is known as workbook. By default, a workbook holds three worksheet. We can add or delete the worksheet in a workbook as per the requirements. A collection of worksheet is one workbook.

4. What is worksheet?

A large sheet that contains a grid of rows and column in which data is entered is called worksheet.

5. Fill in the blanks:


- a) A worksheet consists of rows and column.
- b) A cell with a dark green border is called active cell.
- c) In excel, you can maintain the data in tabular format.
- d) Spreadsheet is also known as worksheet.
- e) The shortcut key to save a file is ctrl +S.
- f) The title bar displays the name of the current workbook.
- g) By default, excel workbook contains three worksheet.
- h) The Quick access toolbar contains common commands, such as new, open, save etc that you can access by précising single click.
- i) The maximize button enlarges the excel window up to its standard size.
- j) In excel, various commands are arranged in groups.
- k) A5 is an example of cell reference –TRUE
- l) The name box shows the data that you enter in a active cell –FALSE
- m) You can enter data and formula in the formula bar –TRUE
- n) On pressing the ctrl key, you can select multiple range of cells –TRUE
- o) On clicking row header, you can select a complete row –TRUE
- p) F2 –To open a cell in edit mode.
- q) Arrow Keys –To move around the worksheet.
- r) CTRL +A –To select complete Worksheet.

6. What are steps to start excel?

- i. Click start button.
- ii. Click on search tab.
- iii. Type 'Microsoft excel'. Click excel

7. Insert or delete a worksheet

Insert a worksheet

Select the New Sheet plus icon  at the bottom of the workbook. Or, select Home > Insert > Insert Sheet.

Rename a worksheet

Double-click the sheet name on the **Sheet** tab to quickly rename it. Or, right-click on the **Sheet** tab, click **Rename**, and type a new name.

Move a worksheet

To move the tab to the end, right-click the **Sheet** tab then **Move or Copy** > **(move toend)** > **OK** .

Or, click and drag to tab to any spot.

Delete a worksheet

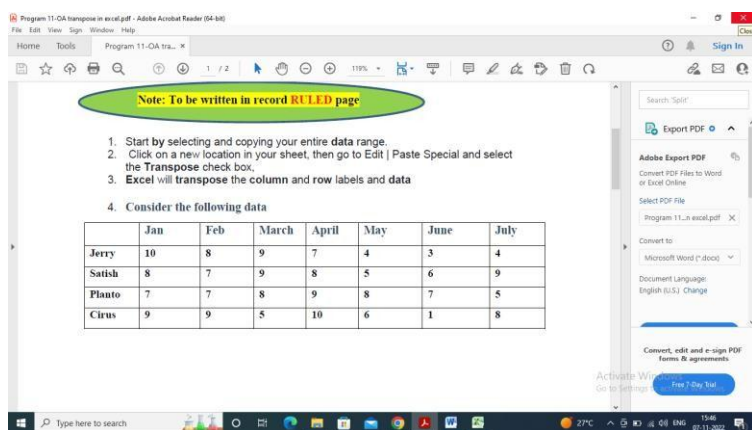
Right-click the **Sheet** tab and select  **Delete**.

Or, select the sheet, and then select **Home > Delete > Delete Sheet**.

8. Transpose in Excel

Convert Columns of data into rows using Transpose in MS Excel

1. Start by selecting and copying your entire **data** range.
2. Click on a new location in your sheet, then go to Edit | Paste Special and select the **Transpose** check box,
3. **Excel** will **transpose** the **column** and **row** labels and **data**



10. How can you add a new Excel worksheet?

To add a new Excel worksheet, you should insert worksheet tab at the bottom of the screen.

11. What are charts in MS-Excel?

To enable graphical representation of the data in Excel, charts are provided. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab's Chart group.

12. How can you sum up the Rows and Column number quickly in the Excel sheet?

By using SUM function, you can get the total sum of the rows and columns, in an Excel worksheet.

13. How can you wrap the text within a cell?

You must select the text you want to wrap, and then click wrap text from the home tab and you can wrap the text within a cell.

14. Creating Worksheets in Excel- , Inserting, Deleting, Copying, Moving worksheets

1. Open MS excel file
2. Right click the sheet and select insert option to insert the new sheet
3. Right click the sheet and select delete option to delete the sheet
4. Right click the sheet and select move option, select the create copy checkbox to create the copy of the sheet and move to end

9. What is excel? Explain any five tasks that you can do in excel

Excel is very popular spreadsheet program. It allows you to create and maintain the data in tabular format. Excel is commonly used for storing, structuring and manipulating the numerical values or information, called data, in form of rows and columns.

The five tasks we do in excel:

- Excel allows us to create worksheet, much like paper ledgers, that can perform automatic calculations.
 - Each excel file is a workbook that can hold many worksheets.
 - Quick data entry can be done easily using Auto fill option.
 - Data can be viewed in graphical form such as charts.
- Excel provides us the facility of sorting and filtering large amount of data, which will save our time and make our spreadsheet more effective and attractive

15. Excel Usage of formulas, Built-in functions in Excel

Select formula tab ☐ Click text functions

1. LOWER – Converts all characters in a supplied text string to lower case
2. UPPER – Converts all characters in a supplied text string to upper case
3. CONCATENATE – Joins together two or more text strings.
4. LEN – Returns the length of a supplied text string

Select formula tab ☐ Click Date & Time functions

1. DATE – Returns a date, from a user-supplied year, month and day.
2. TIME – Returns a time, from a user-supplied hour, minute and second.
3. NOW – Returns the current date & time.
4. TODAY – Returns today's date.

Select formula tab ☐ Click Math functions

1. ABS – Returns the absolute value of a supplied number.
2. SIGN – Returns the sign (+1, -1 or 0) of a supplied number.
3. SQRT – Returns the positive square root of a given number.
4. MOD – Returns the remainder from a division b/w 2 numbers
5. **SUM** – Returns the sum of a supplied list of numbers

Select formula tab ☐ select more functions ☐ Click statistical functions

1. **MAX** – Returns the largest value from a list of supplied numbers.
2. **MIN** – Returns the smallest value from a list of supplied numbers.
3. **AVERAGE** – Returns the Average of a list of supplied numbers.
4. **COUNT** – Returns the number of numerical values in a supplied set of cells or values.
5. **COUNTIF** – Returns the number of cells (of a supplied range), that satisfies a

givencriteria.

Select formula tab □ Click Logical functions

- **AND** – Tests a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise
- **OR** – Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE, or FALSE otherwise.
- **NOT** – Returns a logical value that is the opposite of a user supplied logical value or expression i.e. returns FALSE if the supplied argument is TRUE and returns TRUE if the supplied argument is FALSE

16. What is Sorting? Types of sorting

Sorting is **the process of arranging data into meaningful order so that you can analyse it more effectively.**

1. Select a single cell in the column you want to sort.
2. On the Data tab, in the Sort & Filter group, click. to perform an ascending sort (from A to Z, or smallest number to largest).
3. Click. to perform a descending sort (from Z to A, or largest number to smallest).

17. **What are the four types of conditional formatting in Excel?**

There are 5 types of conditional formatting visualizations available:

- Background Color Shading (of cells)
- Foreground Color Shading (of fonts)
- Icons
- Values.

18. What is conditional formatting?

Conditional formatting can help make patterns and trends in your data more apparent. Touse it, you create rules that determine the format of cells based on their values

19. What is filtering?

The filter tool gives you the ability to filter a column of data within a table to isolate the keycomponents you need.

Three kinds of filters: by values, by a format, or by criteria.

1. What is slide transition?

Slide transition is the visual movement of a slide that we see which changes to another in the slide show view.

2. Write steps to apply slide transition in Powerpoint.

To apply slide transition, we should follow these steps,

- I. Select the slide on which you want to apply transition.
- II. Click on the transition tab and locate the transition to this slide group.
- III. Click the drop-down arrow and select any transition effect of your choice on it to apply on slide.

3. How to insert pictures in your presentation from computer hard disk?

The steps to insert an image from your computer hard disk are as follows:

1. Go to the slide where you want to add a picture.
2. Click the INSERT tab and select pictures option in the IMAGES group.
3. The insert pictures dialog box appears. Locate your picture in the left pane and its name in the right pane.
4. Click the INSERT button. The selected picture appears on the slide.

4. How do you add text to a slide?

To add text to a slide, click inside a placeholder.

We will see a cursor then start typing the text.

5. Define placeholder?

A rectangular box that can contain title and body text or objects such as pictures, tables, charts etc.

6. What is notes pane?

The notes pane helps to add notes to each slide separately.

7. What is ribbon?

A ribbon holds a set of commands and features available in Microsoft PPT.

What is a slide?

8. A slide is an individual page of a presentation.
9. A dotted rectangular box on a slide is called **placeholder**.
10. A **slide** is an individual page of a presentation.
11. The visual movements of slides are called **transition**.
12. On clicking the file tab, a full screen File menu appears. It is also known as **backstage view**.
13. To rotate a picture, you drag to **rotate** the handle.

The Pictures option allows you to insert a picture from your computer **hard disk**.

To exit the slide show-**Esc**

To open a new blank presentation-**Ctrl + N**

To save a presentation-**Ctrl + S**

To run a slide show-**F5**

To open a saved presentation-**Ctrl + O**