

Assignment – 1

1. How to start PowerPoint?
 - a. Click on Start Button From the left corner of Taskbar.
 - b. Click on All Program.
 - c. Click on Microsoft Office 2013.
 - d. Choose Microsoft Power point Option.
 - e. Finally Choose any Template and press Enter.
2. How can we Insert a new blank slide?
 - a. Click on Home Menu from Menu Bar.
 - b. Click on New Slide option from Slide Sub-menu.
 - c. Choose any slide from the given option.

OR

 - d. Press Ctrl + M to Insert a New slide.
3. How can we change the type (layout) of slide?
 - a. Click on Home menu From Menu Bar.
 - b. Click on Layout option.
 - c. Choose any design (Type).
4. How can we adjust the space between the letters?
 - a. Select the text and click on Home Menu.
 - b. Click on Line Spacing Tool.
 - c. Choose any option Such as Tight / Loose / Very Loose / Normal.
5. How can we break the text box in two or more than two column?
 - a. Place the cursor in the Text box.
 - b. Click on Home Menu.
 - c. Click on Column Break Option.
 - d. Choose the number of Column.
6. How to change the direction of text?
 - a. Select the text and then click on Home menu.
 - b. Click on Text Direction from Paragraph Sub-menu.
 - c. Choose any text direction.
7. How can we draw any shape and fill any gradient color in it?
 - a. Click on the Home menu and then choose any shape from drawing sub-menu.
 - b. Click and drag the mouse.
 - c. Now, Click on Shape fill Tool and then choose gradient option.
 - d. Click on more gradient and then choose the color.

OR

Note : - We can also insert any shape from Insert Menu. And design the shape from Format Menu.

8. How to create Photo Album?
 - a. Click on Insert Menu.
 - b. Click on Photo Album.
 - c. Click on New Photo Album.
 - d. Click on File / Disk then choose the picture from Your PC.
 - e. Click on Insert.

Note: - We can Edit the Picture by Changing its Brightness and rotation.

9. How can we insert Audio or Video Clip in the slide?
 - a. Click on Insert Menu.
 - b. Click on Audio of Video From Insert Menu.
 - c. Choose any Video or Audio clip.

Note:- We can also design the inserted Video or Audio by using Format menu.

10. How can we change the shape of Video in any other shape?
 - a. Click on Format menu after inserting Video in the slide.
 - b. Click on Video shape option.
 - c. Choose any Shape.

11. How can we add any picture to front of video?
 - a. Click on Format Menu.
 - b. Click on Poster Frame option.
12. How can we change the orientation of slide?
 - a. Click on Design Menu.
 - b. Click on Slide Size option.
 - c. Click on Custom Slide size.
 - d. Now choose the orientation and size.
13. How can we fill picture behind the slide?
 - a. Click on Design Menu.
 - b. Click on Format Background option.
 - c. Choose any picture / texture / pattern.
14. How can we set the motion effect of the side?
 - a. Click on the Transition Menu.
 - b. Choose any Transition Effect.

Note:- we can also change the direction of transition effect with the help of effect option.
15. How can we set the duration and sound for the Transition?
 - a. Click on the Transition Menu.
 - b. Click on Duration and set the Time.
 - c. Now click on sound and then choose any Music.
16. What steps will you follow to automatic appear the next slide with transition effect?
 - a. Click on the Transition Menu.
 - b. Make Tick mark (☒) in “After” option and set the time.
 - c. Click on apply.
17. How can we apply animation effect?
 - a. Select any Content of the side.
 - b. Click on the Animation menu.
 - c. Click on the Arrow of Animation.
 - d. Click on Entrance / Exit / Motion Effect.
 - e. Then choose any animation.

Note:- We can add more than one animation with the help of Add Animation option.
18. How can we delete the animation from the content of slide?
 - a. Click on Animation Panel from Animation Menu.
 - b. All the applied animation will display to the right side. Right click on the Applied animation.
 - c. Click on Delete option.
19. How can we set the custom slide show?
 - a. Click on slide show sub-menu.
 - b. Click on custom slide show.
 - c. Click on New option.
 - d. Now choose the slide in the order in which we want to show. Followed by Add option.
 - e. Finally click on OK.
20. How can we show the slide without Animation?
 - a. Click on slide show sub-menu.
 - b. Click on set up slide show option.
 - c. Now, make tick (☒) in “Show Without Animation” option.
21. How can we show the slide in Slide Sorter View?
 - a. Click on View Menu.
 - b. Click on Slide Sorter view.

Note:- We can also watch the slide in Black & White by using View Menu.
22. How can we show the slide from beginning?
 - a. Click on View Menu.
 - b. Click on “Start slide show from beginning” / press F5.