

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.

Assignment – 2

1. Create a Presentation of Power Point as the hint given below:-
 - a. Select any Theme and Add 10 New Slide.
 - b. Delete any two at once.
 - c. Delete all the Place Holder from slide No. 1.
 - d. Write Welcome in First Slide using Word Art.
 - e. Create two Heart shape and fill Gradient in it.
 - f. Delete all slide except First slide.
2. Take a new Blank Presentation and Create the following data as given below:-
 - a. A slide having one Place Holder to write “Vedanta”
 - b. Select Vedanta and apply Character spacing.
 - c. Write Course introduction in 2nd slide.
 - d. Take a slide of 3 place holder. Write Heading, insert a picture and write some text.
 - e. Insert a slide having two place holder. Write History of computer and Insert a Table a to show the generation of computer.
 - f. Use all the tools of Font submenu in the Text.
3. Create a New Presentation having 5 slide and create a simple project on “Computer”.

Hint:- Introduction of Computer

Types of Computer

Course of Computer.

Input and Output example.

Use of Computer.

Some icons of Computer.

4. Try do design all the slide using Design Menu.
5. Save all the presentation in Your Folder.