

Q.1 Explain different view of slides in MS Power point.

Ans. Microsoft PowerPoint has three main views.

1. Normal view
2. Slide sorter view
3. Slide show view.

Normal View is the main editing view, which is used to write and design a presentation. The view has three working areas: on the left, tabs that alternate between an outline of slide text (Outline Tab) and slides displayed as thumbnails (Slides Tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the notes pane.

Slide Sorter View is an exclusive view of the slides in thumbnail form. To Navigate to Slide Sorter View: Click the Slide Sorter View button When finished creating and editing a presentation, Slide Sorter View gives an overall picture of it, making it easy to reorder, add, or delete slides and preview transitions and animation effects.

Slide Show View takes up the full computer screen, like an actual slide show presentation. In this full-screen view, the presentation is shown the way it will be seen by the audience. Graphics, timings, movies, animated elements, and transition effects are shown how they will look in the actual show.

Q.2 Explain Mail- Merge in MS- Word.

Ans. Mail merging means to plug data from an address table into form letters, e-mail messages, envelopes, address labels, or a directory (a list or catalogue, for example). To start a mail merge, choose Tools | Letters and Mailings | Mail Merge Wizard to open the Mail Merge task pane.

Step 1: Select a Document Type

The first step is to select what Word calls a “document type” in the Mail Merge task pane, what kind of mail-merge you want to undertake: form letters, e-mail messages, envelopes for mass-mailings, labels for mass-mailings, or a directory (a list or catalog).

Step 2: Select a Starting Document

What Word calls the “starting document” is the document in which the merging takes place. In other words, the address or other data you retrieve will land in the document you choose or create now. You can create a new start document or use an existing one. In the case of labels and envelopes, you tell Word what size labels or envelopes you intend to print on. In the case of form letters, e-mail messages, and directories, you supply the text either by making use of a document you’ve written already or writing a new document.

Step 3: Select Recipients

In step 3, you tell Word where to get the data that you will merge into the starting document you created or supplied in step 2. You can retrieve the data from a table in a Word document, an Access database table or query, or the address book or contact list where you store your addresses. You can also create a new list for the data if you haven't entered the data in a file yet.

Step 4: Write/Arrange Your Document

In step 4, you insert the merge fields, the parts of the starting document that differ from recipient to recipient. By inserting merge fields, you tell Word where to plug information from the data source into the starting document. You also tell Word which data to take from the data source. Word offers special tools for entering an address block – the recipient's address, including his or her name, company, title, street address, city, and zip code.

Step 5: Preview Your Document

In step 5, you get a chance to see what your form letters, e-mail messages, envelopes, labels, or directory will look like after they are printed or sent. In this step, you find out what the document will look like when real data is plugged into it. If something is amiss in the document, you can click the previous link to return to step 4, the Write/Arrange your document task pane, and make changes there.

Step 6: Complete the Merge

Step 6 is where you complete the merge by either printing a new document or saving the new file and printing it later. By saving the merged data in a new file, you can edit the file before printing it. In the case of e-mail messages, you click the Electronic Mail link to tell Word to send the e-mail messages.

Q.3 Explain the following in MS-Word

1 Finding and Replacing Text

The Find command can search for a single character, word, or a group of words. To make searching faster, you can either search an entire document or just a specific part of a document. To use the Find command, follow these steps:

1. Click the Home tab and then click the Editing icon and then click the Find command. The Find and Replace dialog box appears.
2. Click in the Find What text box and type a word or phrase to find.
3. Click Find Next to search for additional occurrences of the text you typed
4. Click Cancel to make the Find and Replace dialog box disappear.

Find and Replace command

Rather than just find a word or phrase, you may want to find that text and replace it with something else. To use the Find and Replace command, follow these steps:

1. Click the Home tab and then click the Editing icon and then click the Replace command. (You can also press Ctrl+H/ Ctrl+F) The Find and Replace dialog box appears.
2. Click in the Find What text box and type a word or phrase to find
3. Click in the Replace With text box and type a word or phrase to replace the text you typed.
4. (Optional) Click the More button and choose any additional options. Click one of the following buttons:
5. Click Cancel to make the Find and Replace dialog box disappear.

2 Spelling check

How to check spelling and grammar in Word. It's a good idea to proofread your document once you've completed it, and using the Word spell checker should be part of this process. When Word highlights mistakes you've made, it offers suggestions for replacing the word, and there are several courses of action you can take:

- Use one of the suggested words to fix the error - select the word in the Suggestions list, and then click Change.
- Change the incorrect word manually - select the Not in Dictionary check box, change the word and then click Change.
- The highlighted word is actually a real word - add this to Word's dictionary by clicking Add to Dictionary.
- Ignore the incorrect word for now - click Ignore Once.
- Ignore all occurrences of the word - click Ignore All.
- Get Word to autocorrect the word - select the correct word in the Suggestions list, and then click AutoCorrect.

To spell check your entire document, click Review > Proofing > Spelling & Grammar. If the program finds spelling mistakes, a dialog box or task pane appears with the first misspelled word found by the spelling checker.

Q.4 Explain the following in MS Power Point.

1 Handout

Handouts are basically thumbnails of slides printed together on a sheet of paper - such layouts can be customized to suit specific requirements. By default, PowerPoint offers choices to include 1, 2, 3, 4, 6 and 9 slide thumbnails per Handout page - some layouts, such as the one for 3 thumbnails also provide some space next to the thumbnail for notes to be written/printed. Handouts are often printed to be sent for review to those who matter before an actual presentation is shown to an audience. During the presentation itself, Handouts can be distributed to the audience.

2 Animations

In PowerPoint, animations can be applied to text boxes, bullet points and images so they move on the slide during a slide show. Animation presets in versions of PowerPoint affect all the content on the slide. Entrance and exit animation effects are a quick way to add movement to your slides. You can also apply a motion path to a text or object to animate it. All versions of PowerPoint have custom animation features to allow you to decide which elements move and how they will move. The Animation Painter, which was introduced in PowerPoint 2010, is a great animation tool that works much like the Format Painter option in other Microsoft Office programs. It allows you to copy an animation effect from one object to another with a single click or use a double-click to paint multiple objects with the same animation format. The feature requires two slides that have an object in common. When Morph is activated, the slides automatically animate, move and emphasize objects on the slides.