

III Midtest

MM:15

Computer Applications-I

Subject Code 101

Note :Attempt any three questions.

Q1. Explain the following with reference to PowerPoint

- i. Handouts

Q2. Explain the following with reference to MS-Word

- i. Find and Replace
- ii. Undo and Redo

Q3. Explain Mail Merge facility available in MS-Word.

Q4. Explain different presentation views of MS-Power Point.

Ans2. (ii)

Undo, which reverses the previous editor action, is performed by pressing Ctrl+Z on the keyboard. The number of undo steps that can be performed is configurable in the Options dialog box.

Redo, which is used to reverse an undo, is performed by pressing Ctrl+Y.

Ans2(i)

1. On the **Home** tab, in the **Editing** group, choose **Replace**. Or press Ctrl+H on your keyboard.
2. In the **Find what** box, type the text that you want to search for and replace.
3. In the **Replace with** box, type the replacement text.
4. Choose **Find Next**, and then do one of the following:
 - To replace the highlighted text, click **Replace**.
 - To replace all instances of the text in your document, click **Replace All**.
 - To skip this instance of the text and proceed to the next instance, click **Find Next**.

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Quest → How notes Handout are created in Power point?
These are 3 important tools for our presentation where tools are:-

Note pages → These pages are like the script for our presentation. In this script we have our image of slides, along with the words we want to deliver for the specific slide.

Handouts → These printed pages are the 'hard copies' of the presentation slides which we can distribute to our audience.

Page number → The page no. are shown as numerical & appear in the lower right corner of the page.

Numbering is automatic once their option is on, it is used to number the slides.

Footer → The footer appears in the lower left corner of the page. Enter the text for the footer in the box below the options. Click apply to all.

Using handout for presentation → Handout lets us include 2, 3 or 6 small images of the slides in our presentation. We can select the format when we print them. Handout can be created in the following ways → Print the Handout using ~~in~~ the standard Power point format i.e 2, 3 or 6 slides.

Ans III : Mail Merge

If we have to send some information to many people then this is very important feature. For In one file we write letter and in second file we write the name & adress of the person to whom we have to send the information then these two file are combined & then third file is made to perform the given task.

→ Working steps:-

1) a) Creating main document

a) Open a new file

b) Now type the desired document

c) Save the document but do not close it.

2) Creating Data File

a) Click 'new' from File menu.

b) Click insert table from table menu

c) From the shown dialogue box create an empty table by inserting the no. of rows & column.

d) Now on the first row type the column heading & then type the name & adress of the person in the below row.

e) Now save the file & close it.

3) Merging

a) Click Mail Merge from Menu.

b) Click 'create' from main document.

c) From the shown option click 'Form letter' & type the name of the main document.

- d) From the data source box click "Get Data" & from the given list type name of data file.
- 4) Inserting Data file in Main Document
- Keep cursor on data file.
 - From mail merge tool box select Insert merge field & select one field.
 - Repeat this step, until all the fields are ready.
- 5) Merge to main document
- Click merge to main document from mail merge tool box.
 - Now type the name of a new file.
 - After seeing the name click OK & the desired document is ready.

Power Point

Ques 4 Explain diff. view of slide in power point?

Power point offers five ways to look at one presentation. Each view enables us to look work on a different aspect of the presentation. The changes made in one view are also reflected in all other views.

To understand the function of views, consider that we are looking at a house now, assume we are standing in front of a house. We see one view. Now, we have one of the slides, and we see a diff. view of the same house. Power point views also allows us to see a presentation in various ways.

In the following section, we will learn about the views.

- 1) **Outline views** → This shows titles of the slide in outline form. This is an ideal place to start writing content for the slide to visualise & frame your ideas, plan the presentation & sequence them & move slides & test around.
- 2) **Slide views** → In slide views, we see and work on slide at time. We can type text, change the slide layout, add graphics, draw shapes & import graphics from other application in the slide view.
- 3) **Slide sorter view** → It is an exclusive view of your slides in thumbnail form. This is the best way to look at slides in the completed presentation. In fact the slide sorter gives you an overall picture of

your presentation. You can easily record, add or delete or even change the design of the slides from here.

- 4) Slide show views → Slide show views displays the slides on the full computer screen, like an actual slide show presentation. In this full screen view, you can see how your graphics, text, sound, movie slide transition effects & animation effects. Effects integrate together to give you an account of the real presentation. The timings of each slide can be checked and rehearsed from here.