

EXERCISE

1. Write the steps to open MS Power Point .
2. Write the steps to create Presentation in MS PowerPoint.
3. Write the difference between save & save as option.
4. Define status bar & Title bar.
5. Define Quick Access Toolbar.

Answer-1

1. Click on the PowerPoint icon in the Taskbar. If you do not see the icon, go to the Start button, right-click, and choose Search. Type "PowerPoint" in the search field, and when PowerPoint appears, double-click it.

OR

2. Go to the Start button,
3. then All Programs and choose PowerPoint.
4. PowerPoint Icon
5. PowerPoint will open, prompting you to select a theme. Click on Blank Presentation.

Answer-2

Step 1: Launch the PowerPoint Program. ...

Step 2: Choosing a Design. ...

Step 3: Create Title Page. ...

Step 4: Add More Slides. ...

Step 5: Add Charts, Pictures, Graphs, Etc. ...

Step 6: Add Transitions. ...

Step 7: Changing the Order. ...

Step 8: Play the Presentation.

Answer-3

The key difference among Save and Save As would be that Save aims to update the current content of the last stored file, whereas Save As aims to save a new folder or to save an existing file to a new place with the identical name or another title.

Answer-4

TITLE BAR: The Title bar is located at the top of the PowerPoint window. It displays the name of the current presentation and the name of the application, i.e., MS PowerPoint.

STATUS BAR:The Status bar is positioned at the bottom of the PowerPoint window. It displays the information about the current slide like: slide number, zoom level, presentation views, etc.

Answer-5

The **Quick Access Toolbar** is located to the right of the Microsoft Office. Button . It contains commands that are used most often, for example Redo, Undo and Save. Word 2007 allows you to customize the **Quick Access Toolbar**, meaning that you can add and remove commands as you like.