

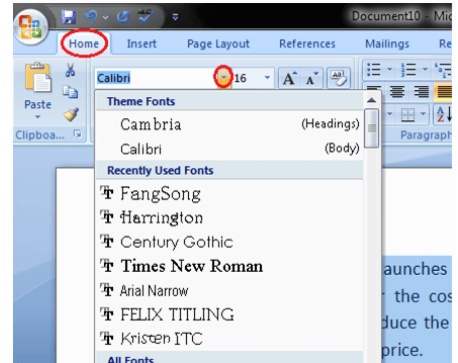
EXERCISE

1. Write the steps to change the font style in MS Power Point.
2. How to change the font color? Write steps.
3. Explain List & its type.
4. Explain Indentation & its types in detail.
5. Write the steps to add Horizontal line in MS PowerPoint.
6. Explain the Find & Replace feature in MS PowerPoint.

Answer-1

The basic steps to change the font of a text in a document are given below;

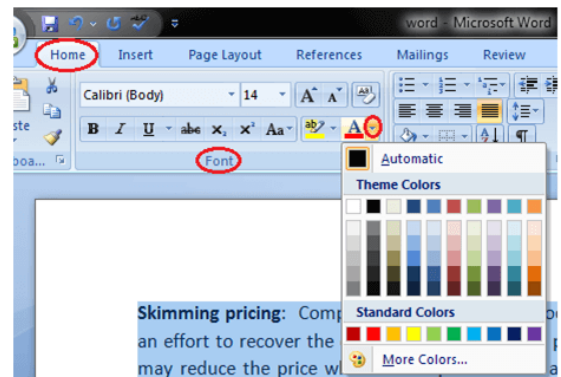
1. Select the text you want to modify.
2. Select the Home tab and locate the **Font** group.
3. Click the drop-down arrow next to **font style** box.
4. **Font style** menu appears.
5. With a left click select the desired **font style**.



Answer-2

The basic steps to change the Font color are given below;

1. Select the text you want to modify
2. In Home tab locate the Font group
3. Click the drop-down arrow next to Font color button
4. Font color menu appears
5. Select the desired font color with a left click
6. Word will change the Font color of the selected text.



Answer-3:

A list in Microsoft Word is a series of items preceded by a bullet or number. You can apply bullets or numbers to a list, as well as modify the bullet type or numbering format to suit the requirements of the document.

Bulleted Lists Bulleted lists are used for items that have no particular priority, such as a list of features or facts. They have only one level and each item is preceded by a bullet or other symbol.

Examples include:

- A filled round circle, known as a bullet
 - o An open circle

 A fancy icon

Or any other symbol that takes your fancy Ideally the bullet you choose will reflect the tone and purpose of the communication, and will conform to company standards and requirements.

Numbered Lists : Numbered lists are used for items that have a sequence or priority, such as a series of instructions. They can also be used for identification, so that the item can be referred to easily. Examples of numbering systems used in numbered lists include:

- The Arabic numbering system 1, 2, 3...
- Roman numerals, either capitals I, II, III or lowercase i, ii, iii...
- Alphabetic, either capitals A, B, C or lowercase a, b, c...

Each of the numbers may or may not be accompanied by a symbol such as a period (.) or a bracket, and the numbering system you choose will affect the alignment of the numbers and text.

Multilevel Lists: Multilevel lists are used where there is a sequence and when you want each paragraph numbered separately. This is especially useful for documents with a formal structure such as policies and exam papers. Multilevel lists can use all numbers, all bullets or a mixture of both. They have a hierarchy, so the symbol or number that is used for a particular paragraph will depend on how far in the paragraph is indented. The alignment of the number or bullet and the corresponding text will depend on the settings that are defined for the list style. The position of the First Line

Indent Marker controls the position of the number or bullet, and the position of the Hanging Indent Marker controls the position of the text.

Answer-4

INDENTATION: A space at the beginning of a written line or paragraph. The act of **indenting** a line or paragraph. A cut in or into the edge of something

There are "**three types**" of indents available in **MS word**:

1. **Left indent**: indicates **space** between the "**paragraph**" and the "**left margin**".
2. **Right indent**: indicates **space** between the "**paragraph**" and the "**right margin**".
3. **First line indent**: used for "**first line**" of a **paragraph**

Answer-5

On **the Insert** tab, in **the Illustrations** group, click **Shapes**. Under **Lines**, right-click **the line** or connector that you want to **add**, and then click **Lock Drawing Mode**. Click where you want to start **the line** or connector, and then drag **the cursor** to where you want **the line** or connector to end.

Answer-6

Find and **Replace** helps you to **find** words or formats in a document and can let you **replace** all instances of a word or format. This is particularly handy in long documents. To **use Find** and **Replace**, **use** the shortcut **Ctrl+H** or navigate to **Editing** in the **Home** tab of the ribbon, then choose **Replace**