

**STD: VI****EVERWIN VIDHYASHRAM  
COURSE – 1 OFFICE ANIMATION  
STUDY MATERIAL**

1. View toolbar enables, adjusts and displays different views of a documents content.
2. Simple text and text edit are common text editor for mac OS.
3. Delete key is used to delete a single character to the right of the insertion point.
4. The hyperlink is found in the insert tab.
5. The Ribbon can be reduced to a single line of tabs of pressing Ctrl + F1.
6. Quick access toolbar is a customizable toolbar at the top of an active document.
7. Each row has numerical heading ranging from 1 to 1,048,756.
8. Each worksheet contains 16,384 columns.
9. Alt + F4 is the shortcut key to close a workbook.
10. If the result of a formula is too large, it may appear as pound sign.
11. Arguments are separated by comma (,).
12. Sorting lists is a common spreadsheet task that allows you to reorder data.
13. The slides pane shows thumb nail versions of each of slides in the presentation.
14. A slide transistion can be simple as fading to the next side or complex as flashy, eye – catching effects.
15. A formula is an expression which calculates the value of a cell.
16. A group of cell is called cell range.
17. Functions are predefined formulas.
18. To end the slide show press Esc key.
19. Ctrl + home command moves to cell A1.
20. The outline pane shows text outline of all the information of the slides.
21. Quick Access toobar displays the save, undo and repeat buttons.
22. Shift + enter combination used to start a newline within the same paragraph.
23. A workbook come with three worksheets known as sheet tabs.
24. A cell address is composed of the column letter and row number.
25. Laser pointer color feature is also present in powerpoint 2010.
26. Ctrl + enter combination is used to start a new page.
27. Office package is suite of products developed by Microsoft Corporation.
28. Shortcut for Undo → Ctrl + z, Redo → Ctrl + y, Cut → Ctrl + x, Copy → Ctrl + c, Paste → Ctrl + V.
29. Animation can be applied to any object on the slide & it can be automated, timed or triggered.
30. Max function identifies largest number in a range of cells.
31. Tab key is used to move cursor to next tab stop.
32. Cut / Copy commands are saved to clipboard.
33. Formatted text emphasize important information & help organize your document.
34. High-lighted cell is called cell pointer.
35. A Radar chart compares aggregate values of data series.
36. Multimedia presentation can be used in business, academics etc.