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Le-6 More on powerpoint

I spellings

1) Default

2) slide show

3) screen shot

4) photo album

5) sequential

6) Graphics

7) smartart

8) visual

9) Equation

10) preview

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II Answer the following

Q1 Write the steps to add a smartart graphics

Ans The steps to add smartart graphics are:-

- * open powerpoint presentation
- * go to insert tab
- * click on smart art graphics button

Q2 How will you create a photo album? mention steps

Ans The steps to create a photo album are:-

- * In insert tab click on photo album option
- * photo album menu box appears
- * click on File/Disk button and select photos
- * click on create

Q3 Discuss various options to run a slide show

Ans various options to run a slide show are:- F5, slide show tab, current slide show

Q4 How can you embed a screen recording in a slide

Ans * click on screen recording command in Media group from insert tab

- * The pointer changes into + (plus) symbol

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* Drag the pointer to select the screen that you wish to record

* click on Record

* To stop the recording for few minutes click on pause

Jorge

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