
What is the use of the Thesaurus tool in Microsoft Word? How do we use Thesaurus tool in MS Word?

Microsoft Word has a Thesaurus which lets you replace a word with its synonym.

To use the Thesaurus tool:

1. Select the word
2. On the **Review** tab, click Thesaurus.
3. To use one of the words in the list of results, point to it and click Insert.

A Fill in the blanks.

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1. Microsoft Word uses zigzag **red** underlines to indicate spelling mistakes and zigzag **blue** underlines for grammatical errors.
 2. The Change Case option lets you change the case in the following ways.

Select the text, click Home tab, Font group, Change Case and then click capitalisation option you want.

3. The **Thesaurus** feature in Microsoft Word lets us replace a word with its synonym.
4. The **password** option in Microsoft Word lets you protect your document from being opened or modified.
5. To enter an equation in your document, you need to go to the **Insert** tab.
6. The Word Count feature is available in the **Review** tab.

How can you protect your documents in Microsoft Word?

Sometimes, we need to keep the contents of a Word document secret. Microsoft Word lets us protect our documents with passwords.

To do this:

1. Click File tab
2. File tab to Info
3. Info to protect document box
4. Encrypt with password

Presentations in PowerPoint

1. The Ruler option can be enabled from the
 - a. **View tab**
 - b. Slide Show tab
 - c. Design tab
 - d. Insert tab
2. To count the total number of slides in your presentation quickly, look at the
 - a. Slide Show view
 - b. Status bar
 - c. Slide Sorter view
 - d. **The b and c**
3. The Outline and Slide panes are visible in the
 - a. **Normal view**
 - b. Slide Show view
 - c. Slide Sorter view
 - d. None of these
4. Rearranging and deleting slides can be done in the
 - a. Slide Show view
 - b. Normal view
 - c. Slide Sorter view
 - d. **Both b and c**
5. Placeholders can hold
 - a. Text
 - b. Clip Art
 - c. Charts
 - d. **All of these**
6. The shortcut key for a new slide is
 - a. Ctrl+V
 - b. Ctrl+O
 - c. Ctrl+N
 - d. **Ctrl+M**
7. To add a text box, we need to go to the
 - a. View tab
 - b. Slide Show tab
 - c. **Insert tab**
 - d. None of these
8. In the Slide Show view, left-clicking lets you
 - a. **Move to the next slide**
 - b. move to the previous slide
 - c. Exit from the presentation
 - d. Nothing happens



➤ What is PowerPoint?

MS PowerPoint 2010 is a multimedia presentation software package. It is a part of Microsoft office.

➤ How to open MS PowerPoint?

To start PowerPoint, click
Start → All Programs → MS
PowerPoint 2010

Shortcut Keys

For a new slide:

Ctrl+M

9. On the status bar, the view buttons are placed on the
- Top right
 - Bottom left
 - Bottom right**
 - Middle
10. The shortcut for viewing a slide show is
- F8
 - F6
 - F7
 - F5**
11. Which group of the Home tab do we use to select a layout for a new slide?
- Paragraph
 - Slides**
 - Font
 - Drawing

Write down the difference in between:

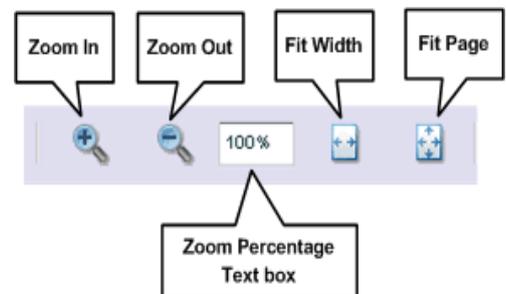


Fig: Zoom in/out

Zoom In and Zoom Out

Zoom in: Zoom in makes the slide larger so you can focus on an object.

Zoom out: Zoom Out makes the slide smaller.

A) Reading view and slide sorter view

Reading view: The **Reading view** lets you see the presentation within a window. You can use this view to run the presentation while testing.

Slide Sorter view: The **Slide Sorter view** shows the thumbnails of all your slides.

What is Microsoft PowerPoint and why is it useful?

Microsoft PowerPoint is a powerful multimedia presentation software package. It is a part of the Microsoft Office Suite of applications.

With PowerPoint, you can quickly and easily create presentations that contain text, graphics, sound, animation and even videos.

What are the shortcut keys for a new slide in MS PowerPoint?

Ctrl+M

How to start PowerPoint?

To start PowerPoint, click

Start → All Programs → Microsoft PowerPoint 2010

What is a thumbnail?

A thumbnail is a small picture of your slide.