

PowerPoint® 2010 Advanced

Moving Slides From Other Presentations

1. In the **SLIDE** tab in the **Slide Sorter** view, [Click] the arrow slider to indicate where you would like the slide(s) inserted.
2. Choose **HOMEB**, then **FILE**, then **SOURCE SLIDES**.
3. In the **SOURCE SLIDES** task pane, select recently viewed presentations from the **RECENT SLIDES** pane, or, then **FILE** [Click] **FILE**.
Or, to access an Office SharePoint Server 2010 (SSRS) slide library:
a. [Click] **BROWSE**, then **BROWSE SLIDE LIBRARY**.
b. Navigate to and SELECT the slide.
Or, to copy slides from a PowerPoint file on your computer:
a. [Click] **BROWSE**, then **SOURCE FILE**.
b. Locate and select the presentation, then [Click] **OPEN**.
4. Check **KEEP SOURCE FORMATTING** to keep the original format of the imported slide. Leave blank to use the presenting slide's theme.
5. [Click] on the slide to insert.

Adding Placeholders to a Slide Master

1. Choose **VIEW**, then **SLIDE MASTER** .
2. Select one of the layout thumbnails on the left side.
3. Choose **SLIDE MASTER**, then **INSERTION**, then select the type of placeholder. The **CONTENT** placeholder allows any of the more types of content.
4. [Drag] in the slide layout to draw the placeholder.
5. To edit the placeholder, an **Insert** (or **Remove**) bubble is visible. Click, change fill colors, etc.

Adding a Customized Layout

1. Choose **VIEW**, then **SLIDE MASTER** .
2. Select a layout on the left.
3. Choose **SLIDE MASTER**, then **SLIDE LAYOUT** .
4. Change the slide layout as desired.
5. To rename the layout, choose **SLIDE MASTER**, **Rename**.
6. [Click] **CLOSE MASTER VIEW** returns to the

normal editing layout and appears as a new option when you choose **HOMEB**, then **NEW**.

To use a customized layout from another file, use the **Other Master Themes** link in the **Theme** pane from **Another Office Document**.

Using a Theme from Another Office Document

Use a theme from another document if it features a customized design elements such as colors, fonts, and slide layouts.

1. In the **SLIDE** tab in the **Slide Sorter** view, select the slide to which to apply the theme. If all slides are to be changed, the context menu is used.
2. Choose **DESIGN**, if available to expand the **THEME** gallery.
3. Select **BROWSE FOR THEMES**. To open and select the theme, see **Slide** [Click] **OPEN**.

Creating Templates

1. Create a presentation in the normal way.
2. Choose **FILE**, then **SAVE AS**.
3. Change **SAVE AS TYPE** to **POWER POINT TEMPLATE**, then click on the **TEMPLATES** folder.
4. Type a title name, then [Click] **SAVE**.

Using Templates

To create a new presentation from a previously saved template, choose **FILE**, then **NEW**, [Click] **MY TEMPLATES**. Select the template, then [Click] **FILE**.

Making Changes to a Template

1. Open the template. PowerPoint's templates are usually stored in the **TEMPLATE FILES** folder. To find the template folder, choose **FILE**, then **SAVE AS**. Change **SAVE AS TYPE** to **POWER POINT TEMPLATE**. You are taken to the **TEMPLATES** folder. [Click] **CANCEL**.
2. Choose **FILE**, then **OPEN** and select a template from the **TEMPLATE FILES** folder. [Click] **OPEN**.
Or,
a. Choose **FILE**, then **RECENT**.
b. Select the template from **RECENT**.
For slides that are added to the **THEMES** folder from **MY TEMPLATES**.
To keep a template on the **TEMPLATES** folder in the **MY TEMPLATES** [Click] .
3. Make the changes then save and close the file.

Inserting an Audio Clip

To embed your own audio clip in a presentation:

1. Select the slide to add a clip to.
2. Choose **INSERT**, then **VIDEO** .
3. Locate and select the audio file you want to add, then [Click] **INSERT**.

To embed Clip Art Audio in a presentation:

1. Select the slide to add a clip to.
2. Choose **INSERT**, then , select **CLIP ART** [Click].
3. [Click] the audio clip you desire. The **CLIP ART** task pane to add it to the slide.

Inserting a Video

1. Select the slide to add video to.
 2. Choose **INSERT**, then **VIDEO** .
 3. Locate and select the video file you want to add, then [Click] **INSERT**.
- For more about [Click] see **Microsoft Word 2010** [Click].

Inserting an Excel Table

1. Choose **INSERT**, then **EXCEL SPREADSHEET**.
Or, to insert an existing spreadsheet, copy paste the spreadsheet, then PowerPoint, then **FILE**, then **NEW**, then **FILE** [Click] **FILE**. Select **FILE** [Click] **FILE**.
Or, to insert a table from an Excel file, then [Click] **EXCEL**.
2. [Click] the table to insert from the spreadsheet.
3. The ribbon changes to the **Excel** ribbon. Move to and enter data in the spreadsheet.
4. When done, [Click] away from the Excel object.
To edit or change what spreadsheet are displayed, [Double-Click] the Excel Object.

WordArt Effects

YOUR TEXT HERE

- A text can have WordArt effects such as outlines, fill, glow, reflect, etc., and shadows.
1. Select the text.
 2. Choose **DRAWING TOOLS**, then **WORDART**, then select from the **WORDART STYLES** gallery, or customize with one of **TEXT FILL**, **TEXT OUTLINE**, or **TEXT EFFECTS**.
 3. To insert a text box with a WordArt style :
1. Choose **INSERT**, then **WORDART**.
Then select a WordArt style. WordArt styles are in the current theme of the document. Changes to the theme will also change your formatted text and all the WordArt styles.

To clear WordArt effects:

1. Select the text, then choose **DRAWING TOOLS**, then **WORDART**.
2. [Click] in the **WORDART STYLES** gallery, then choose **TEXT EFFECTS**.

Recoloring a Picture

1. Select the picture.
2. Choose **PICTURE TOOLS**, then **PICTURE**, then **Color** .
3. Select one of the options.

Ungrouping Clip Art

Images to allow each piece of the clip art to be selected separately and deleted or modified.

1. Select the clip art picture on the slide.
2. Choose **PICTURE TOOLS**, then **PICTURE**, then **UNGROUP**, [Click] **YES** to the warning message.
3. [Click] the piece to change. If you are unable to select the piece, use the **Select** ribbon and **Select** pane [Click], **SELECT**, **SELECTED PANE**.

Organizing Slides With Sections

Use sections to separate slides into groups of slides with sections. You can quickly print and apply effects to just one section. To create a section:

1. Select the first slide of the section to be created in the **SLIDES** pane or **Slide Sorter** view.
2. Choose **HOMEB**, , then **ADD SECTION**.
3. To name, [Right-Click] the section name, then select **RENAME SECTION**.
4. To identify slides in a section, [Click] **ALL** or **SL**. Or to identify all slides, [Right-Click] a section name then select **COLLAPSE/EXPAND ALL**.
5. To number, [Right-Click] the section name, then select **NUMBER SECTION**, **NUMBER**. Or [Drag] the section to the new location in order when slides hidden/collapsed.
6. To remove, [Right-Click] the section name, then select **REMOVE SECTION** or **REMOVE SECTION**. **SLIDES** (slides hidden), or **REMOVE ALL SECTIONS**.
7. To quickly change all slides in a section, [Click] the section name, then apply a theme or transitions.
8. To print a section, choose **FILE**, **PRINT**, [Click] **PRINT ALL SLIDES**, then choose one of the **SECTION** [Click] **PRINT** .

Creating a Button to Jump to Another Slide or File During a Slide Show

1. In the **SLIDE** tab, then **TRANSITION** then select an **ACTION BUTTON** to change.
 2. Draw the button by [Drag] up with the mouse. The **ACTION BUTTON** task pane will appear with options relating to the type of button you choose.
 3. [Click] the **ACTION BUTTON** or **HYPERLINK** icon to select whether [Clicking] the object or moving the mouse over the object will take you to the destination.
 4. Choose **HYPERLINK** To and make a selection from the drop-down. If necessary, choose the slide, or locate the other file to go to. Hidden slides have brackets around their numbers. [Click] **OK**.
 5. In jumping to another presentation, select which slide to start in it.
 6. [Click] **OK** in the **ACTION SETTINGS** dialog box.
- After jumping to the destination slide, whether in the current presentation or another, PowerPoint will continue with the slides for which the slide you have jumped to. If you have jumped to another presentation, at the end of the other presentation, you will be returned to the original slide in the current presentation. If you have jumped to a file from another application, close the application to return to PowerPoint.

Displaying the Animation Pane

Use the animation pane to easily select, order and modify animations.

To show, choose **ANIMATION**, then **Animation Pane**.

Microsoft Powerpoint 2010 Quick Check Answers

Team Orange



Microsoft Powerpoint 2010 Quick Check Answers:

Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics Working with Microsoft FAST Search Server 2010 for SharePoint Marcus Johansson, Mikael Svenson, Robert Piddocke, 2012-03-15 Build robust scalable search solutions to fit the way your business works Deliver powerful search tools to your clients using Microsoft FAST Search Server 2010 for SharePoint Led by three search experts you'll learn how to deliver advanced intranet search capabilities and build custom search driven applications for your business Use your skills as a SharePoint architect or developer to configure and program this server for different search scenarios based on real world examples Discover how to Integrate FAST Search Server for SharePoint into your existing SharePoint architecture Use best practices to develop solutions specific to your business Enable users to search millions of SharePoint documents efficiently Master powerful indexing and data modification techniques Expand document processing capabilities to handle data more effectively Develop custom search applications and web parts Configure your server for current content volume and plan for future expansion Manage search operations and monitor performance directly from SharePoint *Teach Yourself VISUALLY PowerPoint 2010* Bill Wood, 2010-12-17 Fast easy way to get the very most out of PowerPoint 2010 Present your work in style in a PowerPoint presentation using the tips and techniques in this visual guide to PowerPoint 2010 It covers the basics as well as all the exciting new changes and additions in a series of easy to follow full color two page tutorials Learn how to create slides dress them up using templates and graphics add sound and animation and more If you're looking for a practical show me don't tell me guide to PowerPoint 2010 this is the book for you Helps you create presentations with greater impact using PowerPoint 2010 the latest generation of Microsoft's presentation software PowerPoint 2010 is part of the new Microsoft Office 2010 suite of products Introduces PowerPoint 2010's new features including the new Reading View new transitions tab and a new screenshot function Shows you how to create slides dress them up with templates and graphics add sound and animation and present in a business or Internet setting Features easy to follow full color two page tutorials Add more power to your PowerPoint presentations with this practical guide *Office 2010 Library* John Walkenbach, Michael R. Groh, Herb

Tyson, Faithe Wempen, 2010-11-17 A must have collection of Office 2010 application Bibles written by the world's leading experts. Talk about a bargain! Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs: Excel, Access, PowerPoint, and Word. The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program. Three CDs are also included that feature bonus material including helpful templates, worksheets, examples, and more to enhance your Microsoft Office 2010 experiences. Features four essential books on the most popular applications included in the Office 2010 suite: Excel, Access, PowerPoint, and Word. Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips, tricks, and techniques. Access 2010 Bible offers a thorough introduction to database fundamentals and terminology. PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations. Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced, intricate topics. Office 2010 Library presents you with all encompassing coverage that you won't find anywhere else. **Microsoft Office 2010 Digital Classroom** AGI Creative Team, AGI Training

Team, 2011-03-16 The complete book and video training package for Office 2010. This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson, but you work at your own pace. The full color book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32 bit and now also a 64 bit version. Walks you through 27 lessons, each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating. Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book. Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon. Provides the perfect one stop robust learning package with book and supplementary video training on all the applications in Office 2010. Additional resources available on companion Web site www.digitalclassroombooks.com. Learn the ins and outs of Office 2010 with this all in one value packed combo. **Computer 5: (For Standard 5)** ENGINEER ARPIT JAIN, 2021-01-02

There has been an attempt to make this book survive through rapidly changing IT World. As you must know, computer world is evolving at a great pace, so we should prepare for the latest technologies. Super Computer is a series of computer books for primary and middle class students providing an insight into the world of computer technology. All the textbooks have been designed to make the learning engaging and interactive. ANSWERS OF THE EXERCISES FROM THE BOOK IS ALSO GIVEN

Touchpad Modular Ver. 1.1 Class 6 Team Orange,2022-08-31 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts In The Lab This is a lab activity to develop practical skills Subject Enrichment Explore More This section contains supplement topics for add on knowledge QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Project Work This is an assessment to challenge the students to apply the concepts learnt DIGITAL RESOURCES DESCRIPTION Touchpad MODULAR Version 1 1 series based on Windows 7 and MS Office 2010 is designed carefully keeping in mind the overall growth of the children We have divided this book into modules and provided the student with focused content The simple and step by step approach used in this book makes the content very easy to understand for the students The students will face a global competition once they step out of the school so they should be updated with the latest technologies like Artificial Intelligence which holds a promising future in the times to come The best way to learn is to do it through fun filled activities To make content interesting through the course of the book we have included key features like Student Corner Tech Funda Clickipedia Comp Caution Exercise In the Lab Subject Enrichment Teacher s Corner Periodic Assessment Test Sheet Project Work Explore More Keyboard Shortcuts and Glossary WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Computational Thinking PowerPoint 2016 Computer Languages Windows 7 Basic 256 Internet and E mail Presentation WHO THIS BOOK IS FOR Grade 6 TABLE OF CONTENTS 1 Classification of Computers and Computer Languages 2 Windows 7 3 Introduction to MS PowerPoint 2010 4 Working with MS PowerPoint 2010 5 Enhancing a Presentation 6 Advanced Features of MS PowerPoint 2010 7 Introduction to BASIC 256 8 Internet and E Mail 9 Project Work 10 OGO Cyber Sample Questions 11 Explore More PowerPoint 2016 12 Keyboard Shortcuts MS PowerPoint 13 Glossary

Touchpad Prime Ver. 1.2 Class 5 Nisha Batra,2022-11-02 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts Hands On This section contains an activity for Home assignment Fun in Lab This is a lab activity to develop practical skills Subject Enrichment QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Crack the Code This section has puzzle or fun based activity to help understand the concepts better Project Work This is an assessment to challenge the students to apply the concepts learnt Digital Resources DESCRIPTION Touchpad PRIME Version 1 2 series based on Windows 7 and MS Office 2010 is designed carefully keeping in mind the overall growth of the child The students will face a global competition once they step out of the school so they should be updated with the latest technologies like 3D Printing and Artificial Intelligence which holds a promising future in the times to come Introduction of open source software like Tux Paint Scratch and Python in the curriculum will definitely give our students an edge above others and hence make programming ideas more innovative and creative Learning is done best when it s fun

filled and activity based To ensure that the content intrigues the students at all times and keeps them interested throughout the course of the book we have included interesting key features like Student Corner Tech Funda Clickipedia Comp Caution Reboot One Touch Learn Let s Do It Crack The Code Hands On Subject Enrichment Fun In Lab Teacher s Corner Periodic Assessment Test Sheet Project Speech Drill and Supplement Pages WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Computational Thinking Coding and Artificial Intelligence WHO THIS BOOK IS FOR Grade 5 TABLE OF CONTENTS 1 The Computer An Overview 2 Computer Memory 3 Windows 7 4 Graphic in MS Word 2010 5 Tables in MS Word 6 More on MS PowerPoint 2010 7 Introduction to MS Excel 2010 8 More on Internet 9 Programming in Scratch 10 Microsoft Office 2013 11 Project Work 12 Orange Global Cyber Olympiad **MCTS Self-Paced Training Kit (Exam 70-662): Configuring Microsoft® Exchange Server 2010** Orin McLean,Orin Thomas,Ian McLean,2010 This study guide for server administrators preparing to take the Microsoft Certified Technology Specialist MCTS exam 70 662 provides instruction and reference material on subjects covered by this business intelligence specialization certification test Topics discussed include installing Exchange Server 2010 mailboxes distribution groups configuring client access logging and reports transport servers and Exchange in high availability environments Each chapter includes screen shots and code examples and a companion CD ROM includes additional material and sample data sets as well as practice tests for each section Access to four networked Exchange servers is required to use the provided practice materials and advice on creating virtual servers is included **Touchpad Play Ver. 1.1 Class 7** Team Orange,2021 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts Hands On This section contains an activity for Home assignment QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Project Work This is an assessment to challenge the students to apply the concepts learnt Digital Resources DESCRIPTION Touchpad Play Version 1 1 series based on Windows 7 and MS Office 2010 is designed carefully keeping in mind the overall growth of the child The student will face a global competition once they step out of the school so they should be updated with the latest technologies like Artificial Intelligence which holds a promising future in the times to come Introduction of open source software like Tux Paint Scratch and Python in the curriculum will definitely give our students an edge above others and hence make programming ideas more innovative and creative Learning is done best when it s fun filled and activity based To ensure that the content intrigues the interesting key features like Student Corner Tech Funda Clickipedia Comp Caution Reboot One Touch Learn Let s Do It Hands On Subject Enrichment Fun In Lab Teacher s CORNER Periodic Assessment Test Sheet Project Work and Supplement Pages WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Number System Computer Virus PowerPoint 2010 Advanced MS Excel 2010 Introduction BASIC 256 Impacts of IT WHO THIS BOOK IS FOR Grade 7 TABLE OF CONTENTS 1 Number system 2 Advanced Features of Windows 7

3 Computer Virus 4 Advanced Features of PowerPoint 2010 5 Introduction to MS Excel 2010 6 Editing in MS Excel 7 Formulas Functions and Charts in MS Excel 8 Conditional and Looping Statements in BASIC 256 9 Impacts of IT 10 Project Work 11 OGO Cyber Sample Questions 12 Explore More Artificial Intelligence **PowerPoint 2010 For Dummies** Doug Lowe, 2010-04-07 Start creating dynamite presentations with PowerPoint 2010 PowerPoint the number one presentation software has been revised and improved with the introduction of Microsoft Office 2010 More than 120 million people are using PowerPoint to create business and educational presentations worldwide Both new and veteran PowerPoint users will improve their skills with the fun and friendly advice in PowerPoint 2010 For Dummies Bestselling author Doug Lowe makes it easy to grasp the new features and shows you how to create presentations with pizzazz PowerPoint is used in more than 60 countries to create visual presentations for business and educational settings The newest revision to PowerPoint adds new features an online version of the software and improved audiovisual and video editing capabilities This easy to follow guide explains how to create and edit slides import data from other applications and add charts clip art sound and video Also covers working with hyperlinks creating Web pages with PowerPoint video editing and collaboration via online access PowerPoint 2010 For Dummies helps you take full advantage of the enhancements in the new version so you can create more effective and impressive presentations *Touchpad Play Ver. 1.1 Class 3 Team Orange*, 2021-01-10 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts Hands On This section contains an activity for Home assignment QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Project Work This is an assessment to challenge the students to apply the concepts learnt Digital Resources DESCRIPTION Touchpad Play Version 1 1 series based on Windows 7 and MS Office 2010 is designed carefully keeping in mind the overall growth of the child The student will face a global competition once they step out of the school so they should be updated with the latest technologies like Artificial Intelligence which holds a promising future in the times to come Introduction of open source software like Tux Paint Scratch and Python in the curriculum will definitely give our students an edge above others and hence make programming ideas more innovative and creative Learning is done best when it s fun filled and activity based To ensure that the content intrigues the interesting key features like Student Corner Tech Funda Clickipedia Comp Caution Reboot One Touch Learn Let s Do It Hands On Subject Enrichment Fun In Lab Teacher s CORNER Periodic Assessment Test Sheet Project Work and Supplement Pages WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Computer Hardware Computer Software Windows 7 MS Word 2010 Tux Paint Paint Scratch WHO THIS BOOK IS FOR Grade 3 TABLE OF CONTENTS 1 The Computer System 2 Computer Hardware 3 Computer Software 4 More on Keyboard and Mouse 5 Let s Know About Windows 7 6 Introduction to MS Word 2010 7 Fun with Tux Paint 8 More on Paint 9 Introduction to Scratch 10 Project Work 11 OGO Cyber Sample Questions 12 Explore More

Latest Trends **Touchpad Play Ver. 1.1 Class 5** Team Orange,2021-01-10 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts Hands On This section contains an activity for Home assignment QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Project Work This is an assessment to challenge the students to apply the concepts learnt Digital Resources DESCRIPTION Touchpad Play Version 1 1 series based on Windows 7 and MS Office 2010 is designed carefully keeping in mind the overall growth of the child The student will face a global competition once they step out of the school so they should be updated with the latest technologies like Artificial Intelligence which holds a promising future in the times to come Introduction of open source software like Tux Paint Scratch and Python in the curriculum will definitely give our students an edge above others and hence make programming ideas more innovative and creative Learning is done best when it s fun filled and activity based To ensure that the content intrigues the interesting key features like Student Corner Tech Funda Clickipedia Comp Caution Reboot One Touch Learn Let s Do It Hands On Subject Enrichment Fun In Lab Teacher s CORNER Periodic Assessment Test Sheet Project Work and Supplement Pages WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Windows 7 MS Word 2010 MS PowerPoint 2010 Scratch Algorithm Flowcharts Internet WHO THIS BOOK IS FOR Grade 5 TABLE OF CONTENTS 1 Evolution of Computers 2 Working with Windows 7 3 Graphics in MS Word 2010 4 Page Formatting in MS Word 2010 5 Introduction to MS Power Point 2010 6 Managing Slides in MS Power Point 2010 7 Game Creation in Scratch 8 Algorithm and Flowcharts 9 More on Internet 10 Project Work 11 OGO Cyber Sample Questions 12 Explore More Windows 10 **Touchpad iPrime Ver 1.1 Class 4** Team Orange,2022-10-29 Computer Science Textbook Designed for Joyful Learning KEY FEATURES National Education Policy 2020 Tech Funda This section provides a practical information or tip to the students Clickipedia This section provides interesting computer facts Hands On This section contains an activity for Home assignment QR Code Scan the QR Code given on the first page of each chapter to start chapter animation Crack the Code This section has puzzle or fun based activity to help understand the concepts better Digital Resources DESCRIPTION Touchpad iPRIME Ver 1 1 series based on Windows 7 MS Office 2010 is comprehensively designed as per the new ICSE syllabus Learning is done best when it s fun filled and activity based To ensure that the content intrigues the students at all times and keeps them interested throughout the course of the book we have included interesting key features like Student Corner Tech Funda Clickipedia Comp Caution Reboot One Touch Learn Let s Do It Crack The Code Hands On Fun In Lab Teacher s Corner Worksheet Test Sheet Project Speech Drill Supplement Pages and Glossary WHAT WILL YOU LEARN You will learn about Fundamentals of computers ICT Tools Computational Thinking Storage and Memory Devices Word 2010 Editing Internet MS PowerPoint 2010 Stepwise Thinking File Management WHO THIS BOOK IS FOR Grade 4 TABLE OF CONTENTS 1 Computers Storage and Memory Device 2 GUI Operating System Desktop Management 3

Editing in MS Word 2010 4 Formatting in MS Word 2010 5 The Internet Web Browser 6 Introduction to MS PowerPoint 2010 7 Stepwise Thinking 8 Features of File Management 9 Project Work 10 Explore More Windows 10 11 OGO Cyber Sample Questions 12 Glossary *Fundamentals of Information Technology for Class 9 Teacher Resource Book (Academic Year 2023-24)*, 2023-05-20 Fundamentals of Information Technology for Class 9 Teacher Resource Book Academic Year 2023 24

Fundamentals of Information Technology for Class IX (Based on MS Office) (Code 402) (A.Y. 2023-24)Onward Sayan Banerjee, 2023-05-20 This book titled Fundamentals of Information Technology for Class 9 Subject Code 402 fulfills all the needs and requirements of the latest syllabus released by the CBSE and it also comprises the recommendations of the National Education Policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc Salient features of this book are As per the latest curriculum and examination pattern prescribed by the Central Board of Secondary Education New Delhi The book is divided into two sections Part A deals with the Employability Skills with chapters on the units Communication Skills I Self Management Skills I ICT Skills I Entrepreneurial Skills I and Green Skills I Part B deals with the Subject Specific Skills consists of four units These units are Introduction to IT ITeS industry Data Entry and Keyboarding skills Digital Documentation Electronic Spreadsheet and Digital Presentation The last three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS PowerPoint software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher s Resource Book Overview of the chapters Lesson plan Answers of the exercise We hope that this book will meet the needs and requirements of the students and teachers as laid down in the syllabus Any suggestions for further improvement of the book will be most welcomed Authors *Computer Applications In Business* Dr. Sandeep Srivastava, ,Dr. Mirza Shab Shah, ,Er. Meera Goyal, 2022-07-25 1 Word Processing 2 Preparing Presentations 3 Spreadsheet and its Business Applications 4 Creating Business 5 Database Management System Appendix **Olympiad Champs Cyber Class 5 with Past Olympiad Questions 2nd Edition** Disha Experts, 2020-05-19 **NEP Computer Applications in Business B.B.A. 2nd Year** Dr. Sandeep Srivastava, ,Dr. Mirza Shab Shah, ,Er. Meera Goyal, 2024-08-11 CONTENT 1 Word Processing 2 Preparing Presentations 3 Spreadsheet and its Business Applications 4 Creating Business Appendix SYLLABUS Unit 1 Word Processing

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