

# IT Aug 18

1. To insert a new slide in a presentation, press \_\_\_\_\_
  - 1) CTRL+N
  - 2) CTRL+M**
  - 3) CTRL+O
  - 4) CTRL+S
  - 5) CTRL+F
2. Drop Cap offers positions in \_\_\_\_\_ settings.
  - 1) 3
  - 2) 6
  - 3) 2**
  - 4) 5
  - 5) 1
3. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced is termed as
  - 1) Spacing
  - 2) Kerning**
  - 3) Positioning
  - 4) Scaling
  - 5) Justifying
4. While recording a macro, the third step will be
  - 1) Use your mouse or keyboard, perform the task you want to automate
  - 2) Assign a keyboard shortcut to the macro
  - 3) Give the macro a name
  - 4) Start recording**
  - 5) Select the location of macro on toolbar
5. \_\_\_\_\_ is not available on the Ruler of MS Word screen.
  - 1) Centre Indent**
  - 2) Right Indent
  - 3) Left Indent
  - 4) Tab stop box
  - 5) None of these