

Questions:

1. How can you increase and decrease the font size of selected text?

- *Answer:* To increase the font size, select the text and click on the A⁺ button. To decrease the font size, select the text and click on the A⁻ button. The A⁺ button increases or decreases the font size by 2 scales per click, and after 20 scales, it changes by 4 scales.

2. What steps should you follow to clear formatting from selected text?

- *Answer:* To clear formatting, select the text, click on the Home tab, and then click on the Aa/ button in the Font group of commands.

3. How do you insert character spacing on selected text?

- *Answer:* Use the AV button to insert character spacing on the selected text. Various options include Very tight, tight, Normal, loose, very loose, and more spacing.

4. What is the default orientation of a presentation slide, and how can you change it to portrait?

- *Answer:* The default orientation is Landscape. To change to portrait, click on the Design tab, then select Slide Orientation dropdown, and choose Portrait from the menu list.

VU APEX CAMPUS	vuapex.com.pk	vuapex.pk
Contact Us:	0322-8877744	