

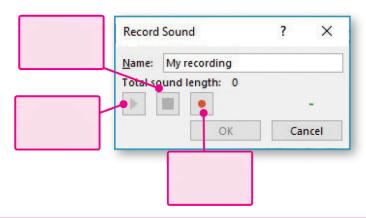
WORKSHEET 1



	Nan	ne:	Roll No:
	Clas	s:Section:	Date:
	AD	VANCED FEATURES	OF POWERPOINT 2016 Chapter-3
A.	Tick	$x(\checkmark)$ the correct option.	
	1. Which of these is not an audio file type supported by PowerPoint?		
		aaiff	bmp3
		casf	dm4a
	2. Which of the following is not a correct audio option?		
		a. Play in the Slides	b. Hide During Show
		c. Rewind after Playing	d. Loop until Stopped
	3. Which of these is not a video file type supported by PowerPoint?		
		amp4	bwma
		cmpeg	davi
В.	Fill in the blanks using the hints given below:		
	Hints: Action, Media, Record, Insert, Audio on My PC		
	1.	Clicking on	option opens the Insert Audio dialog box.
	2.	Clicking on	button starts the recording.
	3.	You can insert a video file fron	n thetab.

C. Label the Record Sound dialog box.

4.



..... buttons are some built-in shapes which you can add to your slides.

Grade: Teacher's Signature: