

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

A. Write 'T' for true and 'F' for false.

1. If you are not happy with your recording, you cannot record again.
2. You can insert a video file from the Internet in your presentation.
3. In a presentation, you can insert only audio files from your PC.
4. We cannot take the printout of a single slide.

B. Guess who am I?

1. I am an option in PowerPoint that allows to add your voice as audio on a slide.
2. I am an option that allows you to add a video on a slide from the Internet.
3. I am an option in the Print screen that allows you to print only the selected slides from a presentation.
4. I am a print layout that prints only one slide of the presentation on the entire page.

C. Answer the following questions:

1. What will happen if we select the Print All Slides option in the print settings while printing?
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2. What is the use of action buttons?
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3. Explain notes page.
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