

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of these are built –in shapes which we can add to our slides?

a. Action buttons ☐

b. Themes ☐

c. Video ☐

2. In which tab, Media group is present?

a. Insert ☐

b. View ☐

c. Review ☐

B. Write the names of following Action buttons:

1.    

.....

2.    

.....

3.    

.....

4.    

.....

C. Rearrange the following words:

1. IOUDA

☐ ☐ ☐ ☐ ☐

b. ORDREC

☐ ☐ ☐ ☐ ☐

c. ODEIV

☐ ☐ ☐ ☐ ☐

d. EDIMA

☐ ☐ ☐ ☐ ☐

e. HAPRESS

☐ ☐ ☐ ☐ ☐