Name: ....   Roll No: ....

Class: .... Section: ....   Date: ....

ADVANCED FEATURES OF POWERPOINT 2010   Chapter-4

A.   **Fill in the blanks using the hints given below:**

Hints: object, Insert Video, slide, Shapes

1.   When we click on the Video command from the Insert tab, the .... dialog appear.

2.   The Object command from the .... group under the Insert tab is used to import data from outside of the PowerPoint.

3.   The Animation Pane allows us to view and manage all of the effects that are on the current ....

4.   The .... command is used to add an action button on the slide.

B.   **Number the steps to insert an audio in the slide.**

☐   Select **Record Audio** option to open **Record Sound** dialog box.

☐   Click on **OK** button to insert the audio on the slide.

☐   Click on the drop-down arrow below the **Audio** command on the **Insert** tab of the ribbon.

☐   Click on **Stop** button to stop recording.

☐   Click on **Record** button to start recording your voice

Touchpad PLAY (Version 1.0)–VII

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....