

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-1

A. Tick (✓) the correct option.

- In which group can you find the audio option?

a. .Illustrations	☐	b. Slides	☐
c. Media	☐	d. None of these	☐
- Which of the following are buttons that you can click on to perform a certain task?

a. Action	☐	b. Play	☐
c. Modifier	☐	d. All of these	☐
- Which of the following extensions represent a movie file?

a. mp4	☐	b. mpg	☐
c. wmv	☐	d. None of these	☐

B. Fill in the blanks using the hints given below:

Hints: audio, media, online, video on my pc, shapes

- To insert audio, click on command under group.
- video selects and inserts a video from the Internet.
- Selecting on my PC option opens the Insert video dialog box.
- Click on command to access the action buttons.

C. Label the Record Sound dialog box.

