

Worksheet

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Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-1

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

1. MS Powerpoint allows you to record an audio only once.
2. You cannot insert a video file from the Internet.
3. You can only insert files with mp3 format in your presentation.
4. MS Powerpoint does not allow printouts for security purposes.

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. Write the steps to take a printout of a single slide in PowerPoint.
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2. Write the steps to insert an audio file in your presentation.
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3. State any 4 formats that PowerPoint supports.
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