

# Worksheet

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ADVANCED FEATURES OF POWERPOINT 2016

### Chapter-1

#### A. Tick (✓) the correct option.

- Which of these are built –in shapes which we can add to our slides?
  - Action buttons ☐
  - Themes ☐
  - Video ☐
- In which tab, Media group is present?
  - Insert ☐
  - View ☐
  - Review ☐
- Which of the following are not the options for printing the presentation?
  - Print all slides ☐
  - Custom range ☐
  - Print layout ☐

#### B. Write the names of following Action buttons:

-  .....
-  .....
-  .....
-  .....
-  .....

#### C. Rearrange the following words:

- IOUDA 
- ORDREC 
- ODEIV 
- EDIMA 
- HAPESS 