

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2010

Chapter-4

A. Tick (✓) the correct option.

1. Slide transition can be defined as of one slide after another.

a. movement

☐

b. deletion

☐

c. creation

☐

2. Animation is used to hold the of audience.

a. attendance

☐

b. absence

☐

c. attention

☐

3. Which tab allows us to insert a media file into a presentation?

a. Home

☐

b. Insert

☐

c. View

☐

4. Which button can be used to move from one slide to another and play media files?

a. Action

☐

b. Play

☐

c. Close

☐

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

1. We cannot add our voice as an audio into a presentation.

2. There are 14 action buttons in PowerPoint.

3. We can preview the animation on the current object by clicking on the Preview command from the Preview group under the Animations tab.

C. Answer the following questions:

1. What is transition?

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2. Give one difference between slide transition and animation.

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