

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

A. Circle the correct option.

1. A presentation is made up of several (slides / pages).
2. (PowerPoint / Word) is a very useful software application which is used to create electronic presentations.
3. (Action / Start buttons) are some built-in shapes which you can add to your slides.
4. The (File / Slide Show) tab has the option to print PowerPoint slides.
5. (.mp / .avi) is a video file type supported by PowerPoint.

B. Complete the sentences.

1. PowerPoint allows you to add videos from Internet as well as
2. Insert → Audio → Record Audio - this is the correct way to
3. Print Current Slide option prints only
4. .wav, .wma and .au are the extensions of

C. Write the steps to print your presentation.

Step 1

Step 2

Step 3