

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following options is correct to insert an online video?

- a. Insert → Video → Online Video
- b. Insert → Audio → Online Video
- c. Slide Show → Video → Online Video
- d. Home → Video → Online Video

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2. Which of these you cannot open using an action button?

- a. E-mai ☐
- b. A web page ☐
- c. Windows ☐
- d. Next slide ☐

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3. Which of these options lets you to select a print range of your own?

- a. Print All Slides ☐
- b. Print Selection ☐
- c. Print Current Slide ☐
- d. Custom Range ☐

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4. In which of the following groups action buttons are present?

- a. Images ☐
- b. Illustrations ☐
- c. Symbols ☐
- d. Media ☐

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B. Define the following:

- 1. Presentation -
- 2. PowerPoint -
- 3. Action Buttons -

C. Write the steps to add a video to the presentation.

- Step 1
- Step 2
- Step 3