

# Worksheet

Name: .....

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

Date: .....

## ADVANCED FEATURES OF POWERPOINT 2016

### Chapter-3

#### A. Tick (✓) the correct option.

1. Which of these are built-in shapes that can be added to the slides?

a. Action buttons

☐

b. Themes

☐

c. Video

☐

2. Media group is present under which tab?

a. Insert

☐

b. View

☐

c. Review

☐

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



.....



.....



.....



.....

#### C. Rearrange the following letters to make the correct word.

1. IOUDA

2. ORDREC

3. ODEIV

4. EDIMA

5. HAPES

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