

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-6

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

☐

d. None of these

☐

2. Under which tab, Media group is present?

a. Insert

☐

b. View

☐

c. Review

☐

d. None of these

☐

B. Answer the following questions:

1. Write the steps to add video file in a presentation.

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2. What is animation? Write the steps to add animation in a presentation.

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C. Rearrange the following words:

1. IOUDA

2. ORDREC

3. ODEIV

4. EDIMA

5. HAPESS
