

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-2

A. Fill in the blanks using the hints given below:

Hints: Insert video, Slide, Shapes

1. When we click on the Video command from the Insert tab, the dialog appear.
2. The Object command from the group under the Insert tab is used to import data from outside of the PowerPoint.
3. The command is used to add an action button on the slide.

B. Answer the following questions:

1. What is the use of adding animations in a presentation?

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2. What is transition? Name two transition effects.

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3. Write the steps to reorder the animations.

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