

Worksheet

Name:
Roll No: Class: Section:
Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-2

A. Tick (✓) the correct option.

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

a. Action buttons <input type="checkbox"/>	b. Themes <input type="checkbox"/>
c. Video <input type="checkbox"/>	d. None of these <input type="checkbox"/>
2. Under which tab, Media group is present?

a. Insert <input type="checkbox"/>	b. View <input type="checkbox"/>
c. Review <input type="checkbox"/>	d. None of these <input type="checkbox"/>

B. Answer the following questions:

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

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

C. Rearrange the following words:

1. IOUDA
2. ORDREC
3. ODEIV
4. EDIMA
5. HAPESS
