

Worksheet

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Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-4

A. Tick (✓) the correct option.

- The shortcut key to start the slide show from the current slide is

a. Alt + F5	☐	b. Shift + F5	☐
c. Shift + F4	☐	d. Shift + F3	☐
- Slide transition can be defined as of one slide after another.

a. Movement	☐	b. Deletion	☐
c. Creation	☐	d. Transition	☐
- The purpose of animation is to hold the of the audience.

a. attendance	☐	b. absence	☐
c. attention	☐	d. arrival	☐
- Which tab allows us to import and use the files or objects from any other application into our presentation?

a. Home	☐	b. Insert	☐
c. View	☐	d. File	☐

B. Fill in the blanks.

- When we select the Audio on My PC option, the dialog box appears.
- To add an action button, we need to click on command from the Illustrations group.
- Normal View shows the current slide, the outline and the
- The allows you to view and manage all of the effects that are on the current slide.