

Worksheet

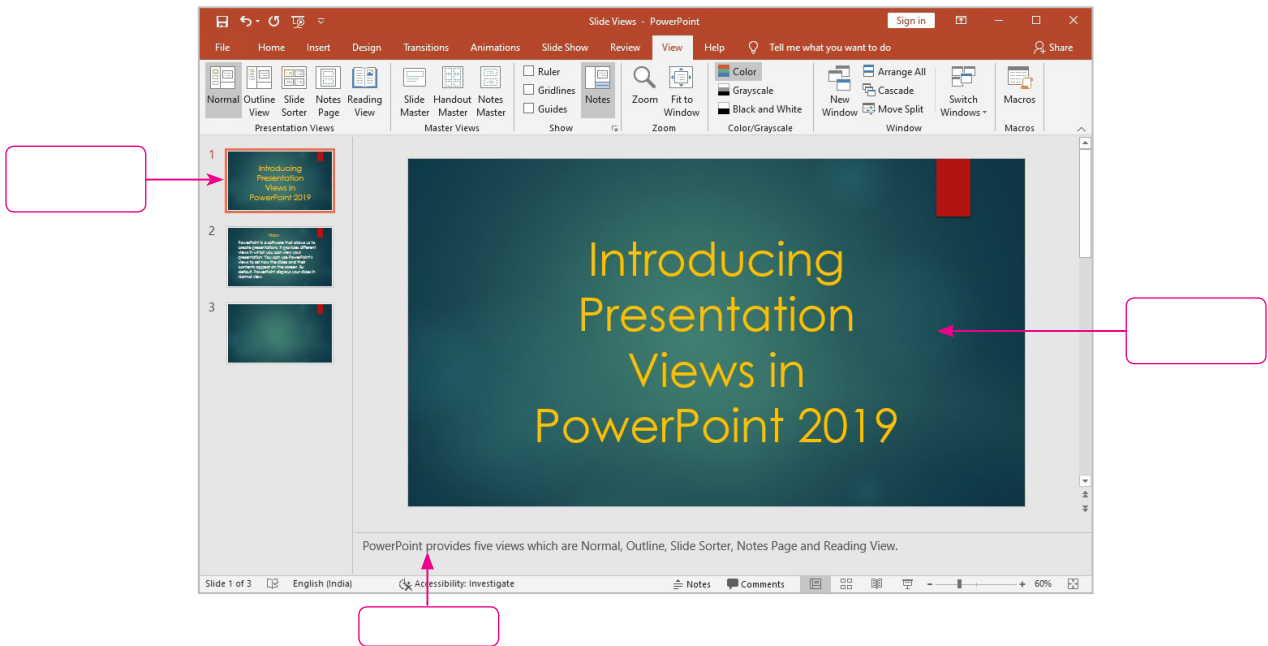
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Name:
Roll No: Class: Section:
Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-4

A. Identify the Normal view of the presentation and write their names in the boxes given.



B. Write 'T' for true and 'F' for false.

1. Presentation can be viewed on full screen mode.
2. Video clip once inserted can be deleted by selecting it and pressing Delete key from the keyboard.
3. If you select a new animation from the menu in the Animation group, it will not replace the object's current animation.
4. We can preview the animation on the current object by clicking on the Preview command from the Preview group under the Animations tab.

C. Answer the following questions:

1. When is Reading view used?
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2. Give two ways in which you can preview the effect of animation.
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