

# Worksheet

## 2

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	<input type="checkbox"/>	b. Shift + F5	<input type="checkbox"/>
c. Shift + F4	<input type="checkbox"/>	d. Shift + F3	<input type="checkbox"/>
- Slide transition can be defined as ..... of one slide after another.
 

a. Movement	<input type="checkbox"/>	b. Deletion	<input type="checkbox"/>
c. Creation	<input type="checkbox"/>	d. Transition	<input type="checkbox"/>
- The purpose of animation is to hold the ..... of the audience.
 

a. attendance	<input type="checkbox"/>	b. absence	<input type="checkbox"/>
c. attention	<input type="checkbox"/>	d. arrival	<input type="checkbox"/>
- Which tab allows us to import and use the files or objects from any other application into our presentation?
 

a. Home	<input type="checkbox"/>	b. Insert	<input type="checkbox"/>
c. View	<input type="checkbox"/>	d. File	<input type="checkbox"/>

#### 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.