

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## ADVANCED FEATURES OF POWERPOINT 2016

### A. Tick (✓) the correct option.

- In which group can you find the audio option?
 

a. .Illustrations	<input type="checkbox"/>	b. Slides	<input type="checkbox"/>
c. Media	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following are buttons that you can click on to perform a certain task?
 

a. Action	<input type="checkbox"/>	b. Play	<input type="checkbox"/>
c. Modifier	<input type="checkbox"/>	d. All of these	<input type="checkbox"/>
- Which of the following extensions represent a movie file?
 

a. mp4	<input type="checkbox"/>	b. mpg	<input type="checkbox"/>
c. wmv	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

### B. Fill in the blanks using the hints given below:

**Hints:** audio, media, online, video on my pc, shapes

- To insert audio, click on ..... command under ..... group.
- ..... video selects and inserts a video from the Internet.
- Selecting ..... on my PC option opens the Insert video dialog box.
- Click on ..... command to access the action buttons.

### C. Label the Record Sound dialog box.

