

Name: \_\_\_\_\_  
Roll No: \_\_\_\_\_  
Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## ADVANCED FEATURES OF POWERPOINT 2016

### A. Write 'T' for true and 'F' for false.

1. MS Powerpoint allows you to record an audio only once. ....
2. You cannot insert a video file from the Internet. ....
3. You can only insert files with mp3 format in your presentation. ....
4. MS Powerpoint does not allow printouts for security purposes. ....

### B. Guess who am I?

1. I am an option in PowerPoint that allows to add your voice as audio on a slide. ....
2. I am an option that allows you to add a video on a slide from the Internet. ....
3. I am an option in the Print screen that allows you to print only the selected slides from a presentation. ....
4. I am a print layout that prints only one slide of the presentation on the entire page. ....

### C. Answer the following questions.

1. Write the steps to take a printout of a single slide in PowerPoint.  
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.....
2. Write the steps to insert an audio file in your presentation.  
.....  
.....
3. State any 4 formats that PowerPoint supports.  
.....  
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