

Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF POWERPOINT 2016

A. Tick (✓) the correct option.

1. Which of the following options is correct to insert an online video?

- a. Insert → Video → Online Video
- b. Insert → Audio → Online Video
- c. Slide Show → Video → Online Video
- d. Home → Video → Online Video

2. Which of these you cannot open using an action button?

- a. E-mai
- b. A web page
- c. Windows
- d. Next slide

3. Which of these options lets you to select a print range of your own?

- a. Print All Slides
- b. Print Selection
- c. Print Current Slide
- d. Custom Range

4. In which of the following groups action buttons are present?

- a. Images
- b. Illustrations
- c. Symbols
- d. Media

B. Define the following:

- 1. Presentation -
- 2. PowerPoint -
- 3. Action Buttons -

C. Write the steps to add a video to the presentation.

- Step 1
- Step 2
- Step 3