

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of these is not an audio file type supported by PowerPoint?

a. .aiff

☐

b. .mp3

☐

c. .asf

☐

d. .m4a

☐

2. Which of the following is not a correct audio option?

a. Play in the Slides

☐

b. Hide During Show

☐

c. Rewind after Playing

☐

d. Loop until Stopped

☐

3. Which of these is not a video file type supported by PowerPoint?

a. .mp4

☐

b. .wma

☐

c. .mpeg

☐

d. .avi

☐

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

Hints: Action, Media, Record, Insert, Audio on My PC

1. Clicking on option opens the Insert Audio dialog box.

2. Clicking on button starts the recording.

3. You can insert a video file from the group in the tab.

4. buttons are some built-in shapes which you can add to your slides.

C. Label the Record Sound dialog box.

