

Worksheet

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Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF POWERPOINT 2016

Chapter-3

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

1. If you are not happy with your recording, you cannot record again.
2. You can insert a video file from the Internet in your presentation.
3. In a presentation, you can insert only audio files from your PC.
4. We cannot take the printout of a single slide.

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. What will happen if we select the Print All Slides option in the print settings while printing?
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2. What is the use of action buttons?
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3. Explain notes page.
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