Chapter-1

ADVANCED FEATURES OF POWERPOINT 2016

Part A: Fill in the Blanks

Fill in the blanks with the correct words from the box provided.

Words: Record Audio, Online Video, Four, Action, Hyperlink

1. There are _____ types of print layouts.
2. _____ option is used to record your voice using your computer's microphone.
3. _____ option allows you to insert video from an online source.
4. _____ allows you to navigate directly to different slides or even external content.
5. _____ buttons are pre-designed shapes that can perform specific actions when clicked during a presentation.

Part B: True or False

Write **True (T)** or **False (F)** for the following statements.

1. The **Record Audio** option is used to insert video clips into slides.
2. A **hard copy** refers to a physical printed version of the slides.
3. **Handouts** layout is suitable for creating physical copies of the presentation to distribute to the audience.

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4. **Action buttons** can only navigate to the next slide in a presentation.
5. **Online Video** option requires an internet connection to play the video during the presentation.

Multiple Choice Questions

1. Which of the following is **not** a type of print layout in PowerPoint?

   a) Full Page Slides

   b) Notes Pages

   c) Handouts

   d) Slide Sorter

2. What is the purpose of the **Record Audio** option in PowerPoint?

   a) To insert video clips

   b) To record your voice using a microphone

   c) To add background music

   d) To insert online videos

3. Which option allows you to insert a video from an online source like YouTube?

   a) Video on My PC

   b) Online Video

   c) Record Audio

   d) Action Button

4. What is the function of a **hyperlink** in PowerPoint?

   a) To play audio clips

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b) To navigate to different slides or external content

c) To print the presentation

d) To insert action buttons

5. Which of the following is **true** about **Handouts** print layout?

a) It prints each slide on a full page

b) It prints multiple slides on each page

c) It prints only the outline of the slides

d) It prints slides with speaker notes

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