

Enhancing a Presentation

Worksheet – 1

Chapter – 4

- 1) Powerpoint allows you to add sound and music to the presentation in the _____ ways.
 - a) Insert sound from an audio file saved on the computer.
 - b) Insert sound by searching for an online audio file.
 - c) Record sound
 - d) All of these
- 2) You can select this option to play the audio during the slide show even after you have changed the slide on which it was inserted.
 - a) Play Across Slide
 - b) Loop Until Stopped
 - c) Hide During Show
 - d) Rewind after Playing
- 3) You can select this option to hide the audio clip icon during the slide.
 - a) Play Across Slide
 - b) Hide During Show
 - c) Rewind after Playing
 - d) Loop until Stopped.
- 4) You can select this option to let the video cover the entire screen while it is playing:
 - a) Hide while Not Playing
 - b) Loop until Stopped
 - c) Play Full Screen
 - d) Trim Video
- 5) You can select this option to cause the video file to return to the beginning when it has finished playing:
 - a) Loop until Stopped
 - b) Play Full Screen
 - c) Rewind after playing
 - d) Play Across Slide
- 6) _____ effects occur when the object is on the slide during the slideshow.
 - a) Entrance
 - b) Emphasis
 - c) Exit
 - d) Motion Path
- 7) _____ effects enable objects to move from one place to another on the slide during the slideshow.
 - a) Motion Path
 - b) Emphasis
 - c) Exit
 - d) Entrance
- 8) _____ effects appear when one slide changes to the others during a slideshow.
 - a) Animation
 - b) Transition
 - c) Visual
 - d) Pictorial
- 9) A feature in powerpoint that lets you record the timings for the slideshow.
 - a) Recording time
 - b) Input Timing
 - c) Rehearse Timing
 - d) Playing Time
- 10) Music and sound can be set to play automatically with the slide during a slideshow.
 - a) True
 - b) False