

6. What is the full form of OLE?

- a) Object Links and Embeds
- b) Object Loading and Embedding
- c) Object Linking and Embedding
- d) Object ~~the~~ Linking and Embedding

7. To convert a powerpoint presentation into a video, click on _____

- a) Video b) Export c) Convert d) File

8. Leena wants to record the slide show so that she can estimate the timing of the presentation. Choose the correct option from the following.

- a) Slide show b) Record Timing c) Rehearse Timing d) Both a & b

9. What is the shortcut for inserting hyperlink in a slide?

- a) Ctrl + H b) Ctrl + K c) Ctrl + L d) Ctrl + Shift

10. What is default colour of a hyperlinked text?

- a) Red b) Green c) Blue d) Yellow

1. A hyperlink is a text or an image that is linked to another or a slide.

- a) Link b) Action Button c) Object d) Hyperlink

2. Shapes Button is present in Design group.

- a) Home b) OLE c) ~~Illustration~~ Illustration
d) Design

3. Rohit wants to move from first slide to last slide in one click. For this situation which feature of powerpoint will be appropriate?

- a) Hyperlink b) Action Button c) OLE object
d) All of these

4. Object option is present in Insert tab.

- a) Home b) Design c) Insert d) File.

5. To make a powerpoint file beautiful, which of the following ~~team~~ is inappropriate?

- a) Using layouts b) Using 8x8 rule c) Not writing big sentences d) Avoid over styling