

MS PowerPoint :Multimedia

A. Choose the correct answer:

1. Which of the following is not a part of the Audio options group?
 - (a) Volume
 - (b) Start
 - (c) Play Across slides
 - (d) No styles
2. To hide the audio clip icon during the slide show which box needs to be checked?
 - (a) Hide during show
 - (b) Loop until stopped
 - (c) Play across slides
 - (d) None of these
3. Which option in the Preview group can be used to play and pause the audio clip?
 - (a) Audio
 - (b) Play
 - (c) Volume
 - (d) Hide during show
4. To reset all the settings to default, which button needs to be clicked?
 - (a) Playback
 - (b) Trim Audio
 - (c) Editing
 - (d) No style
5. Video files supported by PowerPoint are-
 - (a) .wmv
 - (b) .mp4
 - (c) .mpeg
 - (d) All of these

B. Fill in the blanks:

1. _____ option in the Preview group can be used to play and pause the audio clip.
2. Check _____ box if you need the clip to run non – stop repeatedly.
3. Unwanted parts of the audio clip can be trimmed out using _____ option.
4. Full form of the URL is _____ .
5. _____ tab provides various settings to be applied on the audio and video clips.

C. State true or false:

1. In PowerPoint, we cannot insert audio files as independent objects on the slides.
2. Audio can be inserted on the slide from the computer or by recording line.
3. Audio/video clips cannot be trimmed of unwanted parts.
4. An audio or video clip is also called a media clip.
5. Trimming audio or video clip increases the length of audio/video file.

D. Answer the following questions:

1. How will you record audio in PowerPoint?
2. Write different extensions of video files supported by PowerPoint.
3. Describe steps to apply various video settings on a selected video clip.
4. What do you mean by the Screen Recording feature in PowerPoint? Explain.
5. Briefly discuss various steps to insert an audio file in PowerPoint.