

Chapter- 3ENHANCING A PRESENTATION**WORKSHEET**

1. What is animation effects?
2. What are the categories of animation effects?
3. What are the options available in the Timing Group.?
4. What is transition effects?
5. How will you insert your own sound in a presentation?
6. What is action button? why is it used in a slide?
7. How to import data from word?
8. Write down the steps to insert sound clips?
9. How to share presentation?
10. How to insert a video in slide?

