

MS Powerpoint Questions Answers

Collected and composed by Ramamurthy S
Ram GHS Devalapura 94487 50594 srmysooru@gmail.com

1. Which file format can be added to a PowerPoint show ?

- A. .gif
- B. .jpg
- C. .wav
- D. All of above

Answer: Option D

2. How to select one hyperlink after another during a slide presentation ?

- A. Ctrl + K
- B. Ctrl + D
- C. Tab
- D. Ctrl + H

Answer: Option C

3. Special effects used to introduce slides in a presentation are known as ?

- A. Transitions
- B. Effects
- C. custom animations
- D. annotations

Answer: Option A

4. You can edit an embedded organization chart object by ?

- A. Double clicking the organization chart object
- B. Clicking edit object
- C. Right clicking the chart object, then clicking edit MS-Organization Chart object
- D. A and C both

Answer: Option D

5. Which of the following is not one of PowerPoint view ?

- A. Slide show view
- B. Slide view
- C. Presentation view
- D. Outline view
- E. **Answer: Option D**
- F.

6. Which PowerPoint view works best for adding slide transitions ?

- A. Slide show view

- B.** Slide sorter view
- C.** Slide view
- D.** Notes view
- E.** **Answer: Option B**

7. Which PowerPoint feature allows the user to create a simple presentation quickly ?

- A.** AutoContent Wizard
- B.** Transition Wizard
- C.** Chart Wizard
- D.** Animations

Answer: Option A

8. Slide sorter can be accessed from which menu ?

- A.** Insert
- B.** File
- C.** Edit
- D.** View

Answer: Option D

9. To print powerpoint presentation, press :

- A.** Ctrl + A
- B.** Ctrl + Shift + P
- C.** Ctrl + P
- D.** CTRL + S

Answer: Option C

10. What would I choose to create a pre-formatted style ?

- A.** Slide sorter view
- B.** Slide layout
- C.** Format
- D.** None of above

Answer: Option B

11. To edit a chart, we can

- A.** Double click the chart object
- B.** Click and drag the chart object
- C.** Triple click the chart object
- D.** Click the chart object

Answer: Option A

12. To preview a motion path effect using the custom animation task pane, we should :
- A. double click the motion path
 - B. click the show effect button
 - C. click the play button
 - D. none of above

Answer: Option C

13. You can create a new presentation by completing all of the following except
- A. Clicking the new button on the standard toolbar
 - B. Clicking file, new
 - C. Pressing ctrl + N
 - D. Clicking file open

Answer: Option D

14. What is the term used when you press and hold the left mouse key and move the mouse around the slide ?
- A. Moving
 - B. Monitoring
 - C. Dragging
 - D. Highlighting

Answer: Option C

15. Which of the following views is the best view to use when setting transition effects for all slides in a presentation ?
- A. Slide view
 - B. Notes page view
 - C. Slide sorter view
 - D. Outline view

Answer: Option C

16. Which of the following will not advance the slides in a slide show view ?
- A. The mouse button
 - B. The enter key
 - C. The space bar
 - D. The esc key

Answer: Option D

17. Which option can be used to set custom timings for slides in a presentation ?

- A.** Slider Timings
- B.** Rehearsal
- C.** Slider Timer
- D.** Slide Show Setup

Answer: Option B

18. Which of the following can you use to add times to the slides in a presentation ?

- A.** Rehearse timing button
- B.** Slide Show menu
- C.** Slide transition button
- D.** All of above

Answer: Option A

19. Which key can be used to view Slide show ?

- A.** F5
- B.** F2
- C.** F7
- D.** F9

Answer: Option A

20. Which type of fonts are best suited for titles and headlines ?

- A.** Sans Serif Fonts
- B.** Picture Fonts
- C.** Text Fonts
- D.** Serif Fonts

Answer: Option A

21. How can we view slide show repeated continuously ?

- A.** repeat continuously
- B.** loop continuously until 'Esc'
- C.** loop more
- D.** none

Answer: Option B

22. Ellipse Motion is a predefined ____ .

- A.** Design Template
- B.** Animation Scheme
- C.** Color Scheme
- D.** None of above

Answer: Option B

23. To open the existing presentation, press

- A. CTRL + A
- B. CTRL + O
- C. CTRL + N
- D. CTRL + L

Answer: Option B

24. PowerPoint slides can have ?

- A. title, text, graphs
- B. drawn objects, shapes
- C. clipart, drawn art, visual
- D. any of the above

Answer: Option D

25. Which key do you press to check spelling ?

- A. F3
- B. F5
- C. F7
- D. F9

Answer: Option C

26. The spelling dialog box can be involved by choosing spelling from _____ menu.

- A. Insert
- B. File
- C. View
- D. Tools

Answer: Option D

27. The spelling dialog box can be involved by choosing spelling from _____ menu.

- A. Insert
- B. File
- C. View
- D. Tools

Answer: Option D

28. Power Point can display data from which of the following add-in software of MS Office ?

- A. Equation Editor
- B. Photo Album

C. Organization Chart

D. All of above

Answer: Option D

29. How can we stop a slide show ?

A. Press the right arrow

B. Press Escape

C. Press Ctrl + A

D. Press Ctrl + S

Answer: Option B

30. A File which contains readymade styles that can be used for a presentation is called ___ ?

A. AutoStyle

B. Wizard

C. Template

D. Pre formatting

Answer: Option C

31. What is maximum Zoom percentage in Microsoft PowerPoint ?

A. 100%

B. 200%

C. 300%

D. 400%

Answer: Option D

32. How we can put a Chart in the presentation using PowerPoint ?

A. Edit -> Chart

B. Insert -> Pictures -> Chart

C. Insert -> Chart

D. View -> Chart

Answer: Option B

33. How we can replace a font on all slides with another font in Powerpoint ?

A. Tools -> Fonts

B. Edit -> Fonts

C. Format -> Replace Fonts

D. Tools -> Replace Fonts

Answer: Option C

34. Shortcut to insert new slide in the current Presentation is ?

A. CTRL+O

- B.** CTRL+M
- C.** CTRL+F
- D.** CTRL+N

Answer: Option B

35. The boxes that are displayed to indicate that the text, pictures or objects are placed in it is called ?

- A.** Word Art
- B.** Placeholder
- C.** AutoText
- D.** Text box

Answer: Option B

36. How can you see all your slides at once ?

- A.** Through slide sorter view
- B.** Through slide view
- C.** Through normal view
- D.** Through slide show

Answer: Option A

37. Which view in Power Point can be used to enter Speaker Comments ?

- A.** Slide Show
- B.** Notes Page view
- C.** Slide Sorter
- D.** Normal

Answer: Option B

38. Which of the following tool bars provide different options in various master views ?

- A.** Standard toolbar
- B.** Formatting toolbar
- C.** Common tasks toolbar
- D.** Drawing toolbar

Answer: Option C

39. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are ?

- A.** .wav files and .gif files
- B.** .jpg files and .gif files
- C.** .wav files and .jpg files
- D.** .wav files and .mid files

Answer: Option D

40. Which pane would be used to enter a speaker's information about what can be said about each slide ?

- A. Notes pane
- B. Outline pane
- C. Slide pane

Answer: Option A

41. In Powerpoint the arrangement of elements such as Title and subtitle text, pictures, tables etc. is known as ?

- A. Layout
- B. Design
- C. Presentation
- D. Scheme

Answer: Option A

42. What is a motion path in Powerpoint ?

- A. A type of animation entrance effect
- B. A method of moving items on a slide
- C. A method of advancing slides
- D. All of above

Answer: Option B

43. What is a slide-title master pair ?

- A. A slide master and title master for a specific design template
- B. The title area and text area of a specific slide
- C. A slide master and title master merged into a single slide
- D. None of above

Answer: Option A

44. What is a trigger, in context of animations ?

- A. An object to be inserted in the presentation
- B. An action button that advances to the next slide
- C. The name of a motion path
- D. An item on the slide that performs an action when clicked

Answer: Option D

45. From where can we set the timing for each object ?

- A. slide show, custom animation

- B.** view, slide sorter
- C.** slide show, custom transition
- D.** Slide show, Slide transition

Answer: Option A

46. How we can create a uniform appearance by adding a background image to all slides ?

- A.** By editing last slide
- B.** Use the autocorrect wizard
- C.** Create a template
- D.** Edit the slide master

Answer: Option D

47. When you open a presentation which tab is not available on left panel?

- A.** Slides
- B.** Outline
- C.** Notes
- D.** All of above are available

Answer: Option C

48. Which of the following statements is false ?

- A.** You can type text directly into a PowerPoint slide but typing in text box is more convenient
- B.** You can show or hide task pane from View -> Toolbars
- C.** You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view
- D.** From Insert menu choose Picture and then File to insert your images into slides

Answer: Option A

49. You can start power point application with

- A.** Goint to Start -> Programs -> All Programs -> Microsoft PowerPoint
- B.** Going to Start -> Run -> type "powerpnt" and press enter
- C.** type ppoint.exe in run and press enter
- D.** All of above

Answer: Option B

50. In a slide layout, which of the following section does not exist ?

- A.** Animation Section
- B.** Lists Section
- C.** Titles Section
- D.** Chart Section

Answer: Option A

51. One can change color of different objects without changing content using

- A. Font Color
- B. Object Color
- C. Layout Section
- D. Color Scheme

Answer: Option D

52. All of above are false statements

- A. You can change positioning by selecting fomr one of pre made slide layouts
- B. You can't delete objects within layout if you choose to select from pre made slide layouts
- C. In the slide layout panel we can find blank slide at the top of Content Layouts
- D. All of above are false statements

Answer: Option B

53. You can apply motion effects to different objects of a slide using

- A. Animation Scheme
- B. Slide Transition
- C. Color Scheme
- D. Font scheme

Answer: Option A

54. What is the difference between Slide Design and Auto Content Wizard ?

- A. There is no difference
- B. AutoContent Wizard is just the wizard version of Slide Design
- C. Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices
- D. Slide Design does not provide sample content but Auto Content Wizard provides sample content too

Answer: Option D

55. Animation Scheme, custom Animation, Slide Transition...which menu provides these options

- A. Slide Show Menu
- B. Tools Menu
- C. Format Menu
- D. Insert Menu

Answer: Option A

56. If you select first and second slide and then click on New Slide button on toolbar, what will happen then ?
- A. A new slide is inserted as second slide in presentation
 - B. A new slide is inserted as third slide in presentation
 - C. A new slide is inserted as first slide in presentation
 - D. None of above

Answer: Option B

57. To create another copy of a slide, what is the best way...?
- A. Click the slide then press Ctrl+A and paste in new slide
 - B. Redo everything on a new slide that you had done on previous slide
 - C. From Insert Menu choose Duplicate Slide
 - D. None of above

Answer: Option C

58. To access Picture, Test Box, Chart etc. which menu you have to select ?
- A. Insert
 - B. View
 - C. File
 - D. Edit

Answer: Option A

59. Name the three options that are available in Insert >> Picture menu?
- A. Clipart, Pictures, AutoShapes
 - B. Clipart, From Files, AutoShapes
 - C. Clipart, Pictures, Shapes
 - D. Clipart, From File, Shapes

Answer: Option B

60. What are the steps to insert slide numbers?
- A. Insert a text box and select Insert >> Page Number
 - B. Choose Insert >> Slide Number
 - C. Insert a new text box and select Insert >> slide Number
 - D. Insert a textbox and select Insert >> Number >> PageNumber

Answer: Option C

61. In a slide, what are the steps to insert a hyperlink ?
- A. Press Ctrl + K
 - B. Choose Insert >> Hyperlink
 - C. Hyperlinks can't be inserted in slides
 - D. both a & b

Answer: Option D