



1. In Microsoft Power Point when you were giving your presentation, and you need to click a slide that's few slides back. Best way to achieve this is

- A. Press ESC to get back into a normal view; click the slide thumbnail in normal view; then click the resume slide show button
- B. Press backspace until your desired slide
- C. Right click --> Goto Slide --> Select Slide
- D. All of the above

Answer: C

2. In Microsoft Power Point good design determines

- A. Credibility
- B. First impression
- C. Readability
- D. All of the above

Answer: D

3. In Microsoft Power Point good design determines

- A. Credibility
- B. First impression
- C. Readability
- D. All of the above

Answer: D

4. Which command brings you to the first slide in your presentation?

- A. New slide button
- B. Page up
- C. Ctrl + home
- D. Ctrl + end

Answer: C

5. In Microsoft PowerPoint to add a header or footer to your handout, you can use

- A. The slide master
- B. The title master
- C. The handout master
- D. All of above

Answer: C

6. In Microsoft PowerPoint the following will not advance the slides in a slide show view



- A. Esc key
- B. The spacebar
- C. The Enter key
- D. The mouse button

Answer: A

7. In Microsoft PowerPoint in order to see all the slides on one screen use

- A. View, slide sorter
- B. View, slide
- C. View, master
- D. View, slide show

Answer: A

8. In Microsoft PowerPoint the following is the default page setup orientation for notes pages, outlines and handouts

- A. Vertical
- B. Landscape
- C. Portrait
- D. None of above

Answer: C

9. In Microsoft PowerPoint the following allow you to select more than one slide in a presentation

- A. Alt + Click each slide
- B. Shift + drag each slide
- C. Shift + Click each slide
- D. Ctrl + Click each slide

Answer: C

10. In Microsoft PowerPoint presentation designs regulate the formatting and layout for the slide and are commonly called

- A. Design plates
- B. Templates
- C. Placeholders
- D. Blueprints

Answer: B

11. In Microsoft PowerPoint the following presentation elements can you modify using the slide master

- A. Slide comments
- B. Slide transitions



- C. Speaker note font and color
- D. All of above

Answer: B

12. In Microsoft PowerPoint you can show the shortcut menu during the slide show by
- A. Clicking the shortcut button on the formatting toolbar
 - B. Right clicking the current slide
 - C. Clicking an icon on the current slide
 - D. (A) and (B) both

Answer: B

13. Which file format can be added to a PowerPoint show?
- A. jpg
 - B. gif
 - C. wav
 - D. All of the above

Answer: D

14. In Microsoft PowerPoint which of the following can you use to add times to the slides in a presentation
- A. Slide Show menu
 - B. Rehearse timing button
 - C. Slide transition button
 - D. All of the above

Answer: B

15. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are
- A. .wav files and .mid files
 - B. .wav files and .jpg files
 - C. .wav files and .gif files
 - D. .jpg files and .gif files

Answer: A

16. In Microsoft PowerPoint the following should you use if you want all the slide in the presentation to have the same "look"
- A. The slide layout option
 - B. Add a slide option
 - C. Outline view
 - D. A presentation design template



Answer: D

17. Slide show options available to the presenter include all of the following except

- A. Transitions command
- B. Speaker notes command
- C. Meeting minder command
- D. Navigation commands

Answer: A

18. The slide that is used to introduce a topic and set the tone for the presentation is called the

- A. Table slide
- B. Graph slide
- C. Bullet slide
- D. Title slide

Answer: D

19. In Microsoft PowerPoint the key on the keyboard can be used to view slide show

- A. F1
- B. F2
- C. F5
- D. F10

Answer: C

20. In Microsoft PowerPoint the following is not a feature of PowerPoint

- A. Printing transparencies
- B. Printing the speaker's notes along with slide images
- C. Linking a slide transition with a laser pointer
- D. Drawing with a pen

Answer: C

21. Objects on the slide that hold text are called

- A. Placeholders
- B. Object holders
- C. Auto layout
- D. Text holders

Answer: A

22. To exit the PowerPoint application, you should



- A. click the application Minimize button
- B. click the document Close button
- C. double-click the application Control-menu icon
- D. double-click the document Control-menu icon

Answer: C

23. Line spacing refers to

- A. the space between the lines of text
- B. the height of the line
- C. the length of the line
- D. a and b

Answer: A

24. The view that displays the slides of a presentation as miniature representations of the slides is called

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

Answer: B

25. Which of the following should be used when you want to add a slide to an existing presentation?

- A. Edit, Add a New Slide
- B. Insert, New Slide
- C. File, Open
- D. File, New

Answer: B

26. AutoClipArt is a feature that

- A. automatically places clip art in your presentation
- B. Scans your presentation for incorrect spelling in WordArt objects
- C. scans your presentation for incorrect spelling of words on each slide
- D. All of the above

Answer: D

27. Which of the following you must first complete in order to delete an object?



- A. double-click the image
- B. select the image
- C. resize the image
- D. move the image to a new location

Answer: B

28. Which of the following options change(s) the fill color of an object back to the default color?

- A. template
- B. automatic
- C. patterns
- D. fill colors

Answer: B

29. Preset animation effects allow you to

- A. and clip art images to your slides
- B. create a custom transition to the next slide
- C. show bullet items as they are discussed
- D. None of the above

Answer: C

30. The Handout Master contains placeholders for all of the following except

- A. slide number
- B. title
- C. footer
- D. header

Answer: B

31. Which of the following features should you use when typing in the Notes text box?

- A. Slide Show
- B. Insert
- C. Slide Master
- D. Zoom

Answer: D

32. You can tell when an object is active because

- A. the object is highlighted
- B. eight small sizing handles appear surrounding the text
- C. a box frame appears surrounding the text
- D. b and c



Answer: D

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

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

Answer: D

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

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

Answer: C

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

- A. transitions
- B. effects
- C. custom animations
- D. annotations

Answer: A

36. 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: D

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

- A. Slide show view
- B. Slide view
- C. Presentation view
- D. Outline view

Answer: D

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



- A. Slide show view
- B. Slide sorter view
- C. Slide view
- D. Notes view

Answer: B

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

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

Answer: A

40. Slide sorter can be accessed from which menu ?

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

Answer: D

41. To print powerpoint presentation, press :

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

Answer: C

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

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

Answer: B

43. 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: A



44. 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: C

45. 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: D

46. 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: C

47. 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: C

48. 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: D

49. 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: B

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

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

Answer: A

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

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

Answer: A

52. Which type of fonts are best suite for titles and headlines ?

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

Answer: A

53. How can we view slide show repeated continuously ?

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

Answer: B

54. Ellipse Motion is a predefined ____ .

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

Answer: B



55. To open the existing presentation, pres

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

Answer: B

56. PowerPoint slides can have ?

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

Answer: D

57. Which key do you press to check spelling ?

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

Answer: C

58. The spelling dialog box can be involved by choosing spelling from ____ menu

- A. insert
- B. file
- C. view
- D. tools

Answer: D

59. 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: D

60. How can we stop a slide show ?

- A. Press the right arrow
- B. Press Escape
- C. Press Ctrl + A
- D. Press Ctrl + S



Answer: B

61. 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: C

62. What is maximum Zoom percentage in Microsoft PowerPoint ?

- A. 100%
- B. 200%
- C. 300%
- D. 400%

Answer: D

63. 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: B

64. 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: C

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

- A. CTRL+O
- B. CTRL+M
- C. CTRL+F
- D. CTRL+N

Answer: B

66. 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: B

67. 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: A

68. 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: B

69. 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: C

70. 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: A

71. 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
- D. None of these

Answer: A

72. 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: A

73. 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: B

74. 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: A

75. 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: A



76. 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: D

77. 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: C

78. 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: A

79. 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: B

80. 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: A



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

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

Answer: D

82. All of above are false statements

- A. You can change positioning by selecting fomrB. 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: B

83. You can aply motion effects to different objects of a slide using

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

Answer: A

84. 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: D

85. 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: A

86. 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: A

87. 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: B

88. 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: C

89. To access Picture, Test Box, Chart etc. which menu you have to select ?

A. Insert

B. View

C. File

D. Edit

Answer: A

90. 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: B

91. What are the steps to insert slide numbers?

A. Insert a text box and select Insert >> Page

B. Choose Insert >> Slide Number

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Number

- C. Insert a new text box and select Insert >> slide Number D. Insert a textbox and select Insert >> Number >> PageNumber

Answer: C

92. 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: D

93. Which of the following can you format using buttons on the formatting toolbar?

- A. Your hard drive B. Format painting
C. Font color D. Underlining

Answer: D

94. The quickest way to create a PowerPoint presentation is to use the

- A. Word for windows templates B. Auto creation wizard
C. Auto content wizard D. Presentation wizard

Answer: C

95. Which of the following is an example for automatic text formatting

- A. Underlining hyperlink B. Adjusting extra space
C. Replacing two -'s with an em hyphens D. All of above

Answer: D

96. Format painter

- A. To paint pretty pictures on your slides B. To copy formatting from one object or piece of text and then apply it elsewhere
C. To change the background color of your D. To paint pretty pictures on background of



slides

slides

Answer: B

97. To import text from a word document that uses headings into a PowerPoint presentation:

- A. This can not be done in PowerPoint
- B. Click Insert, Slides from Outline
- C. Click Import, Word Document Headings
- D. Click File, New, Presentation from Word Headings

Answer: B

98. Which of the following will not advance the slides in a slide show view?

- A. The esc key
- B. The space bar
- C. The enter key
- D. The mouse button

Answer: A

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

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

Answer: C

100. Which of the following is not one of PowerPoint's views?

- A. Slide show view
- B. Slide view
- C. Presentation view
- D. Outline view

Answer: C