

# Basant Group of Institution

## Power Point Question

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1. How many steps are there between Start and Finish in AutoContent Wizard?
  - A) 3
  - B) 4
  - C) 5
  - D) 6
  
2. Which short cut key inserts a new slide in current presentation?
  - A) Ctrl+N
  - B) Ctrl+M
  - C) Ctrl+S
  - D) All of above
  
3. What happens if you select first and second slide and then click on New Slide button on toolbar?
  - A) A new slide is inserted as first slide in presentation
  - B) A new slide is inserted as second slide in presentation
  - C) A new slide is inserted as third slide in presentation
  - D) None of above
  
4. Which of the following method can insert a new slide in current presentation?
  - A) Right click on the Slide panel and choose New Slide
  - B) From Insert menu choose New Slide
  - C) Click on New Slide button on toolbar
  - D) All of above
  
5. Which of the following is not a part of Slide Design?
  - A) Design Template
  - B) Color Scheme
  - C) Animation Scheme
  - D) Slide Layout
  
6. What is the best way to create another copy of a slide?
  - A) Click the slide then press Ctrl+A and paste in new slide

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- B) From Insert Menu choose Duplicate Slide
- C) Redo everything on a new slide that you had done on previous slide
- D) None of above

7. From which menu you can access Picture, Test Box, Chart etc?

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

8. If you want to insert some slides from other presentation into current one choose

- A) From Insert menu choose Slides from Files
- B) From Insert menu choose Slides from Presentation
- C) From Insert menu choose Slides
- D) None of above

9. What are the three options available in Insert >> Picture menu?

- A) Clipart, Pictures, Shapes
- B) Clipart, From File, Shapes
- C) Clipart, From Files, AutoShapes
- D) Clipart, Pictures, AutoShapes

10. To insert slide numbers

- A) Insert a text box and select Insert >> Page Number
- B) Insert a textbox and select Insert >> Number >> PageNumber
- C) Choose Insert >> Slide Number
- D) Insert a new text box and select Insert >> slide Number

11. In a PowerPoint presentation

- A) Sound clips can be inserted but not movie clips
- B) Movie clips can be inserted but not sound clips
- C) Both cannot be inserted
- D) Both can be inserted

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12. To insert a hyperlink in a slide

- A) Choose Insert >> Hyperlink
- B) Press Ctrl + K
- C) Hyperlinks can't be inserted in slides
- D) Both a & b

13. List Box and Text box

- A) Are some other than that in a list box the bullets are enabled
- B) Are different. List boxes are used to present lists and can't be created with text boxes.
- C) Both of above
- D) None of above

14. Which of the following statement is true?

- A) You can insert text boxes from drawing toolbar in PowerPoint
- B) You cannot insert text boxes from drawing toolbar in PowerPoint
- C) Text boxes are provided when you choose a layout and can't be inserted afterwards
- D) None of above

15. When you delete a text box object from a slide in PowerPoint Presentation

- A) The object is deleted but text box and the text inside is left on the slide
- B) The text box is deleted and the text is pasted on the slide
- C) The text box and text both are deleted
- D) None of above

16. Which of the following font effect is not available in PowerPoint Font dialog box?

- A) Underline
- B) Shadow
- C) Emboss
- D) Strikethrough

17. What happens if you edited an image inserted in PowerPoint?

- A) The original file that was inserted is not changed

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- B) The original file that was inserted is changed
- C) The original file is changed when you save presentation
- D) None of above

18. If you select Insert >> Picture >> From File

- A) You can insert pictures and clipArts
- B) You can insert clipArts only
- C) You can insert pictures only
- D) None of above

19. The effect applied to display when slides changes in slide show view is

- A) Slide Animation
- B) Custom Animation
- C) Custom Transition
- D) Slide Transition

20. To start slide show of a presentation

- A) Hit F5 key
- B) From Slide Show menu choose View Show option
- C) From Slide Show menu choose Rehearse timing
- D) Both a & b

1-A, 2-B, 3-C, 4-D, 5-D, 6-B, 7-C, 8-A, 9-C, 10-D, 11-D, 12-D, 13-A, 14-A, 15-C, 16-D, 17-A, 18-C, 19-D, 20-D,