

Basant Group of Institution

Power Point Question

1. Which tab is not available on left panel when you open a presentation?

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

2. Which of the following statements is not true?

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

3. To start Microsoft PowerPoint application

- A) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
- B) Hit Ctrl + R then type ppoint.exe and Enter
- C) Click Start >> Run then type powerpnt then press Enter
- D) All of above

4. Which of the following section does not exist in a slide layout?

- A) Titles
- B) Lists
- C) Charts
- D) Animations

5. PowerPoint presentations are widely used as

- A) Note outlines for teachers
- B) Project presentations by students
- C) Communication of planning

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D) All of above

6. _____ controls all the main slide control tasks for your presentation.

A) Task Pane

B) Task Bar

C) Control Panel

D) None of above

7. Which of the following cannot be toggled from View >> Toolbars?

A) Control Toolbox

B) Slides

C) Revisions

D) Reviewing

8. Which of the following pane is not available in Task Pane?

A) Getting Started

B) Clip Art

C) Word Art

D) Search Results

9. Which of the following pane is NOT available in Task Pane?

A) Slide Design

B) Master Slide

C) Slide Layout

D) Slide Transition

10. A new presentation can be created from

A) Blank Presentation

B) From Existing Presentation

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C) From Design Template

D) All of above

11. In slide layout panel how many layouts are available for text layout by default?

A) 4

B) 7

C) 12

D) None of above

12. Which of the following statement is false?

A) If you choose to select from one of the pre-made slide layouts, you can change the positioning

B) If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.

C) Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.

D) All of above are false statements

13. What lets you to create new presentation by selecting ready-made font color and graphics effects?

A) Presentation Template

B) Master Slide

C) Design Template

D) Animation Scheme

14. Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

A) Design Template

B) Color Scheme

C) Font Color

D) Object Color

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15. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- A) Slide Transition
- B) Slide Design
- C) Animation Objects
- D) Animation Scheme

16. What feature will you use to apply motion effects in between a slide exits and another enters?

- A) Slide Transition
- B) Slide Design
- C) Animation Objects
- D) Animation Scheme

17. The selected design template can be applied

- A) To current slide only
- B) To all the slides
- C) To all the new presentation you create
- D) All of above

18. The difference between Slide Design and Auto Content Wizard is

- A) Both are same
- B) AutoContent Wizard is just the wizard version of Slide Design
- C) Slide Design does not provide sample content but Auto Content Wizard provides sample content too!
- D) Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices

19. In which menu can you find features like Slide Design, Slide Layout etc.?

- A) Insert Menu
- B) Format Menu

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C) Tools Menu

D) Slide Show Menu

20. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?

A) Insert Menu

B) Format Menu

C) Tools Menu

D) Slide Show Menu

Correct Answers

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