

Basant Group of Institution

Powerpoint Question

1. One way to make a PowerPoint slide display animations is to:

- a. Select the slide in normal view; and click Format, Animation
- b. Click the PowerPoint window and move it around vigorously with the mouse for a manual animation effect
- c. Select the slide in slide sorter view, right click and choose preset animations from the shortcut menu
- d. PowerPoint does not have an animation feature

Correct Answer: c

2. Which of the following is not a way to cut ext?

- a. Select the text and press the delete button
- b. Select the text and select Edit, Cut from the menu
- c. Select the text and click the Cut button on the toolbar
- d. Select the text and press Ctrl + X

Correct Answer: a

3. Which types of fonts are best suitable for titles and headlines

- a. serif fonts
- b. sans serif fonts
- c. text fonts
- d. picture fonts

Correct Answer: b

4. Which type of font is best suitable for large amount of text?

- a. serif fonts
- b. sans serif fonts
- c. text fonts
- d. picture fonts

Correct Answer: a

5. To give a PowerPoint presentation to a large audience, you:

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

- a. Slice Show menu
- b. Rehearse timing button
- c. Slide transition button
- d. All of the above

Correct Answer: b

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

- a. Slide show view
- b. Slide view
- c. Presentation view
- d. Outline view

Correct Answer: c

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

- a. Slide show view
- b. Slide sorter view

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- c. Slide view
- d. Notes view

Correct Answer: b

8. Which of the following views is the best view to use when setting transition effects for all slides in a presentation

- a. Slide sorter view
- b. Notes page view
- c. Slide view
- d. Outline view

Correct Answer: a

9. 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 Setup

Correct Answer: c

10. 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

Correct Answer: a

11. 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

Correct Answer: b

12. 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 slides
- d. To paint pretty pictures on background of slides

Correct Answer: b

13. 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

Correct Answer: a

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

- a. Underlining hyperlink
- b. Adjusting extra space

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- c. Replacing two -'s with an em hyphens
- d. All of above

Correct Answer: d

15. Which of the following is not a way to create a new presentation?

- a. Using the Scan-In Slides feature
- b. From scratch (create a blank presentation)
- c. Using a template
- d. Using the auto content wizard

Correct Answer: a

16. 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

Correct Answer: c

17. 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

Correct Answer: d