

# Basant Group of Institution

## Powerpoint Question

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

- a. .jpg    b. .giv    c. .wav    d. All of the above

Correct Answer: d

- a. .wav files and .mid files  
b. .wav files and .gif files  
c. .wav files and .jpg files  
d. .jpg files and .gif files

Correct Answer: a

**3. Material consisting of text and numbers is best presented as**

- a. A table slide  
b. A bullet slide  
c. A title slide  
d. All of the above

Correct Answer: a

**4. What is a motion path?**

- a. A type of animation entrance effect  
b. A method of advancing slides  
c. A method of moving items on a slide  
d. All of the above

Correct Answer: c

**5. What is a slide-title master pair?**

- a. The title area and text area of a specific slide  
b. a slide master and title master merged into a single slide  
c. A slide master and title master for a specific design template  
d. All of above

Correct Answer: c

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**6. Which of 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

Correct Answer: d

**7. in the context of animations, what is a trigger?**

- a. An action button that advances to the next slide
- b. An item on the slide that performs an action when clicked
- c. The name of a motion path
- d. All of above

Correct Answer: b

**8. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)**

- a. Inclusion
- b. Attachment
- c. Reply
- d. Forward

Correct Answer: b

**9. In order to edit a chart, you can**

- a. Triple click the chart object
- b. Click and drag the chart object
- c. Double click the chart object
- d. Click the chart object

Correct Answer: c

**10. to exit the PowerPoint**

- a. click the application minimize button
- b. click the document close button

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- c. double click the applications control menu icon
- d. double click the document control menu icon

Correct Answer: c

**11. to preview a motion path effect using the custom animation task pane, you should**

- e. click the play button
- f. click the show effect button
- g. double click the motion path
- h. all of above

Correct Answer: a

**12. 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. Clicking file open
- d. Pressing ctrl + N

Correct Answer: c

**13. You can embed a MS-Organization Chart in a slide by**

- a. Clicking the object command on the edit menu
- b. Clicking the object command on the edit menu
- c. Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
- d. Clicking the MS-Organization Chart button on the standard toolbar

Correct Answer: b

**14. To select one hyperlink after another during a slide presentation, what do you press?**

- a. Tab
- b. Ctrl + K
- c. Ctrl + h
- d. All of above

Correct Answer: a

**15. special effects used to introduce slides in a presentation are called**

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- a. effects
- b. custom animations
- c. transitions
- d. present animations

Correct Answer: c

**16. You can edit an embedded organization chart object by**

- a. Clicking edit object
- b. Double clicking the organization chart object
- c. Right clicking the chart object, then clicking edit MS-Organization Chart object
- d. b and c both

Correct Answer: d

**17. What is the term used when you press and hold the left mouse key and move the mouse around the slide?**

- a. Highlighting
- b. Dragging
- c. Selecting
- d. Moving

Correct Answer: b

**18. Which of the following toolbars provide different options in various master views?**

- a. Common tasks toolbar
- b. Drawing toolbar
- c. Formatting toolbar
- d. Standard toolbar

Correct Answer: a

**19. How can you create a uniform appearance by adding a background image to all slides?**

- a. Create a template
- b. Edit the slide master
- c. Use the autocorrect wizard
- d. All of the above

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Correct Answer: b

**20. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?**

- a. Edit the notes master and add your company logy
- b. Edit the slide master and insert your company logo and notes pane
- c. Edit the handout master to include your company logo and one slide per page with additional note space
- d. All of the above

Correct Answer: a

BCME