Basant Group of Institution
Power Point Question

1. To select all of the boxes of an organization chart

a. Clicking and edit and select all

b. Right click the chart background and then click select all

c. Press and hgold the SHIFT key and click each box

d. All of above

Correct Answer: d

2. 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

Correct Answer: b

3. Auto clipart is a feature that

a. Automatically places clipart in your presentation

b. Scans your presentation for incorrect spelling in your words on each slide

c. Scans your presentation for incorrect spelling in Word Arts objects

d. All of above

Correct Answer: d

4. to edit the text within the boxes of an organization chart, you

a. select the box and text, then make changes

b. select the box, then make the dchanges

c. highlight the text, them make the changes

d. a and b both

Correct Answer: a

5. Whidh of 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

Correct Answer: c

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

a. slide show

b. slide sorter view

c. notes page view

d. outline view

Correct Answer: b

7. The PowerPoint view that displays only text (title and bullets) is

a. Slide show

b. Slide sorter view

c. Notes page view

d. Outline view

Correct Answer: d

8. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)

a. animation

b. slide transition

c. custom animation

d. preset animation

Correct Answer: b

9. Which of 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

Correct Answer: b

10. Which of the following provides a printed copy of your presentation?

a. Outline

b. Speaker notes

c. Audience handouts

d. All of the above

Correct Answer: c

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

a. Transitions command

b. Speaker notes command

c. Meeting reminder command

d. Navigation commands

Correct Answer: a

12. Presentation designs regulate the formatting and layout for the slide and are commonly called

a. Design plates

b. Templates

c. Placeholders

d. Blueprints

Correct Answer: b

13. Which of the following bypasses the print dialog box when printing individual slides or an entire presentation?

a. File, print, preview

b. The print button

c. File, print

d. Ctrl + p

Correct Answer: b

14. To add a header or footer to your handout, you can use

a. The title master

b. The slide master

c. The handout master

d. All of above

Correct Answer: c

15. Which of 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

Correct Answer: a

16. What are lines, curve, freeform, and scribble?

a. Emphasis effects that can be applied to animations

b. Types of custom motion paths

c. Predefined entrance and exit effects

d. All of the above

Correct Answer: b

17. Comments on a presentation can record who wrote them and when they were added. What's the automatic way in PowerPoint 2002?

a. Use online collaboration

b. Use comments

c. Use the notes page

d. All of the above

Correct Answer: b

18. When using PowerPoint, to play a PowerPoint show for previewing the show, select

a. View, slide sorter

b. View, slide

c. View, slide show

d. View outline

Correct Answer: c

19. 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

Correct Answer: a

20. What's the best place to find animated images for your PowerPoint 2002 presentation?

a. Microsoft online

b. Word clipart

c. PowerPoint tools and ins

d. All of the above

Correct Answer: b