

Basant Group of Institution

Power Point Question

1. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

- a. Add effect
- b. Emphasis
- c. Animate now
- d. All of the above

Correct Answer: a

2. What is the term used when a clip art image changes the direction of faces?

- a. Group
- b. Flip
- c. Rotate
- d. All of the above

Correct Answer: c

3. the slide that is used to introduce a topic and set the tone for the presentation is called the

- a. table slide
- b. graph slide
- c. bullet slide
- d. title slide

Correct Answer: d

4. Which of the following features should you use when typing in the notes text box?

- a. Slide show
- b. Insert
- c. Slide maser
- d. Zoom

Correct Answer: d

5. Which option allows you to select line, curve, freeform or scribble tools?

- a. Create effect
- b. Insert motion path
- c. Draw custom path

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d. All of the above

Correct Answer: c

6. Which of the following should be used when you want to add a slide to an existing presentation?

a. File, add a new slide

b. Insert, New slide

c. File Open

d. File, New

Correct Answer: b

7. The size of the organization chart object

a. Is determined by the presentation design and can not be changed

b. Is determined by the presentation design but can be changed in PowerPoint

c. Is dependent on the amount of text within the organization chart

d. b and c

Correct Answer: d

8. which of the following is the default page setup orientation of slide in PowerPoint

a. rVertical

b. Landscape

c. Portrait

d. None of above

Correct Answer: b

9. Want a PowerPoint photo album slide show to play continuously?

a. Use random slide transitions

b. Launch an online broadcast

c. Loop continuously

d. All of the above

Correct Answer: a

10. what is defined by the handout master?

a. Slide formatting

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- b. Layout of audience handout notes
- c. Handout content formatting for Microsoft word export
- d. All of above

Correct Answer: b

11. Which of the following tool enables you to add text to a slide without using the standard placeholders?

- a. Text tool box
- b. Line tool
- c. Drawing tool
- d. Auto shapes tool

Correct Answer: a

12. In notes master view, how do you modify the font size of text for all notes of a presentation?

- a. Modify the slide design
- b. Modify the notes master layout
- c. Modify the text within the body placeholder
- d. All of the above

Correct Answer: c

13. Want your logo in the same position on every slide, automatically? Insert it on the

- a. Handout master
- b. Notes master
- c. Slide master
- d. All of the above

Correct Answer: c

14. 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 pages view
- c. Slide view
- d. Outline view

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Correct Answer: a

15. Objects on the slide that hold text are called

- a. Placeholders
- b. Object holders
- c. Auto layouts
- d. Text holders

Correct Answer: a

16. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?

- a. Slide with animation
- b. Outline view
- c. Notes page
- d. Audience handout

Correct Answer: d

17. Which command brings you to the first slide in your presentation?

- a. Next slide button
- b. Page up
- c. Ctrl + Home
- d. Ctrl + End

Correct Answer: c

18. In normal view, how can you quickly change to handout master view?

- a. Click the outline tab and select handout master view
- b. Press the shift key and click the handout master view button
- c. On the view menu, click slide sorter, and click handouts.
- d. All of above

Correct Answer: b

19. how can you quickly reinstate a deleted footer placeholder in master view?

- a. Create a new slide master
- b. Re-apply the footer placeholder

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- c. Re-apply the slide layout
- d. All of the above

Correct Answer: b

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

- a. Slide show menu
- b. Rehearse timings button
- c. Slide transition button
- d. All of the above

Correct Answer: b

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