

MICROSOFT POWERPOINT Q/A BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams

Created By [Careericons](#) Team

Q1. In Microsoft PowerPoint you can tell when an object is active because

- a) A box frame appears surrounding the text
 - b) Eight small sizing handles appear surrounding the text
 - c) The object is highlighted
 - d) (B) and (C) both
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Q2. In Microsoft PowerPoint to select all of the boxes of an organization chart

- a) Press and hold the SHIFT key and click each box
 - b) Right click the chart background and then click select all
 - c) Clicking and edit and select all
 - d) All of above
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Q3. In Microsoft PowerPoint which of the following can you use to add times to the slides in a presentation

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

Q4. In Microsoft PowerPoint you have customized a design template in one presentation and you want to use it in another presentation. What the best way to do this?

- a) Copy and paste the slide with the design template you want to include the new presentation; inserted slide will inherit the design
- b) Use the browse feature in the slide design task pane to find the file that has your design template and apply it to the current file.
- c) Save the presentation that has the design template with a new name, and then use a new file to your presentation
- d) All of the above.

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Q5. In Microsoft PowerPoint auto clip art is a feature that

- a) Scans your presentation for incorrect spelling of words on each slide
- b) Automatically places clip art in your presentation
- c) Scans your presentation for incorrect spelling in word art objects
- d) All of the above

Q6. In Microsoft PowerPoint the term used when you press and hold the left mouse key and move the mouse around the slide

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

Q7. In normal view, how can you quickly change to handout master view?

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

Q8. In Microsoft PowerPoint the following allow you to select more than one slide in a presentation

- a) Ctrl + Click each slide
 - b) Shift + Click each slide
 - c) Shift + drag each slide
 - d) Alt + Click each slide
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Q9. In Microsoft PowerPoint in order to edit a chart, you can

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

Q10. In Microsoft PowerPoint ellipse Motion is a predefined

- a) Color scheme
 - b) Animation scheme
 - c) Design template
 - d) None of these
-

Q11. In Microsoft PowerPoint the following features should you use when typing in the notes text box

- a) Insert
 - b) Zoom
 - c) Slide shows
 - d) Slide master
-

Q12. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

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

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Q13. In Microsoft PowerPoint the following should you use if you want all the slides in the presentation to have the same look

- a) The add a slide option
- b) The slid layout option
- c) A presentation design template
- d) Outline view

Q14. In Microsoft PowerPoint to exit the PowerPoint application, you should

- a) Double click the document control menu icon
- b) Double click the application control menu icon
- c) Click the document close button
- d) Click the application minimize button

Q15. In Microsoft PowerPoint the term used when a clip art image changes the direction it faces

- a) Flip
 - b) Rotate
 - c) Group
 - d) (A) and (C) both true
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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (d)

Q3. Answer: (a)

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Q4. Answer: (b)

Q5. Answer: (d)

Q6. Answer: (d)

Q7. Answer: (b)

Q8. Answer: (b)

Q9. Answer: (c)

Q10. Answer: (b)

Q11. Answer: (b)

Q12. Answer: (b)

Q13. Answer: (c)

Q14. Answer: (b)

Q15. Answer: (d)

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