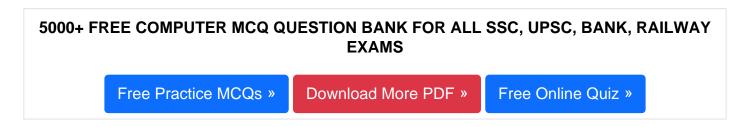
### MICROSOFT POWERPOINT Q/A BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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	Q1.	In Microsoft	PowerPoint '	you can te	ll when an o	object is	active because
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- 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
- 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
- **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) Slice 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.



#### 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 more 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

<b>Q8.</b> 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					
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 he 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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DATA MINING AND DATA WARE HOUSE ELECTRONICS DATA PROCESSING

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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