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

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Created By Careericons Team

Q1. Power Point can display data from which of the following add-In software of MS Office?

a) Equation Editor

b) Organization Chart

c) Photo Album

d) All of these

e) None of these

Q2. Which of the following best describes serifs?

a) Serifs on characters help to differentiate between similar looking letters

b) Serifs fonts are best for viewing test at a distance

c) Serifs are fine cross strokes that appear at the bottom and top of a letter

d) Serif font is very simple in appearance

e) None of these

Q3. 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

e) None of these

Q4. The arrangement of elements such as Title and Subtitle text, pictures, tables etis called

a) Layout

b) Presentation

c) Design

d) Scheme

e) None of these

Q5. In Microsoft PowerPoint one thing the common tasks button allows you to do is

a) Apply a design template to a slide

b) Insert a new slide

c) Choose a new layout for a slide

d) All of above

Q6. Slides can have

a) Title, text graphs

b) Drawn objects, shapes

c) Clipart, drawn art, visual

d) any of the above

Q7. Block arrows, stars and ban-ners, and callouts are all examples of

a) Different types of children's building blocks

b) Auto Shape categories

c) Clip art categories located in the Microsoft Clip Gallery

d) More technical terms that I don't understand

e) None of these

Q8. 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

e) None of these

Q9. Power Point presentation is a collection of

a) Slides and Handouts

b) Speaker's notes

c) Outlines

d) All of the above

e) None of these

Q10. In Microsoft PowerPoint good design determines

a) Credibility

b) Readability

c) First impression

d) All of above

Q11. Presentation designs regulate the formatting and layout for the slide and are commonly called

a) Design templates

b) Templates

c) Placeholders

d) Blueprints Correct

e) None of these

Q12. In Microsoft PowerPoint the following is/are true about rulers and guides

a) Rulers and guides can be turned on or off

b) Rulers and guides print on the slide

c) Rulers and guides help place objects on the slide

d) (A) and (C) both true

Q13. Which of the following features allows you to view slides in a slide show without manually advancing each slide?

a) Adding build effects

b) Setting slide times

c) Adding transitions

d) All of these

e) None of these

Q14. In Microsoft PowerPoint 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

Q15. In Microsoft PowerPoint the following features allows you to view slides in a slide show without manually advancing each slide

a) Adding build effects

b) Setting slide times

c) Adding transitions

d) All of these

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Answers to the above questions :

Q1. Answer: (d)

Q2. Answer: (c)

Q3. Answer: (a)

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Q4. Answer: (a)

Q5. Answer: (d)

Q6. Answer: (d)

Q7. Answer: (b)

Q8. Answer: (b)

Q9. Answer: (d)

Q10. Answer: (d)

Q11. Answer: (b)

Q12. Answer: (d)

Q13. Answer: (b)

Q14. Answer: (c)

Q15. Answer: (b)

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