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

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Q1. Which command select all object at one time when selecting multiple objects to be deleted?

a) Alt + a

b) Ctrl + a

c) Shift + Enter

d) Edit, Select All

e) None of these

Q2. Which of the following can you use to add times to the slides in a presentation

a) Slice Show menu

b) Rehearse timing button

c) Slide transition button

d) All of the above

e) None of these

Q3. In Microsoft PowerPoint the following must be used with the mouse when you want to resize an image from the center and keep it proportioned

a) The space bar

b) The alt key

c) The ctrl key

d) The shift key

Q4. 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

Q5. What is a motion path?

a) A type of animation entrance effect

b) A method of advancing slides

c) A method of moving items on a slide

d) All of the above

e) None of these

Q6. In Microsoft PowerPoint 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

Q7. You edit an embedded table object by

a) Clicking the edit sub command of the document object command on the edit menu

b) Double clicking the table object

c) Right clicking the table object, then clicking edit document on the edit menu

d) All of above

Q8. Which of the following is not a transition effect?

a) Blinks diagonal

b) Dissolve

c) Fade through black

d) Blinds vertical

e) None of these

Q9. To add a new row to a table you would

a) Click the insert rows command on the insert menu

b) Press the enter key

c) Click the insert rows button on the standard toolbar

d) None of the above

e) None of these

Q10. In Microsoft PowerPoint what is a slide-title master pair?

a) The title area and text area of a specific slide

b) A slide master and title master merged into a single slide

c) A slide master and title master for a specific design template

d) All of above

Q11. Which of the following is not one of PowerPoint's views?

a) Slide show view

b) Slide view

c) Presentation view

d) Outline view

e) None of these

Q12. Line spacing refers to

a) The space between the lines of text

b) The height of the line

c) The length of the line

d) A and C

e) None of these

Q13. 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

Q14. Which of the following section does not exist in a slide layout?

a) Titles

b) Lists

c) Charts

d) Animations

e) None of these

Q15. In Microsoft PowerPoint you can tell when an object is active because

a) The object is highlighted

b) Eight small sizing handles appear surrounding the text

c) A box frame appears surrounding the text

d) (B) and (C) both

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Answers to the above questions :

Q1. Answer: (d)

Q2. Answer: (b)

Q3. Answer: (c)

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Q4. Answer: (a)

Q5. Answer: (c)

Q6. Answer: (b)

Q7. Answer: (d)

Q8. Answer: (a)

Q9. Answer: (d)

Q10. Answer: (c)

Q11. Answer: (c)

Q12. Answer: (a)

Q13. Answer: (c)

Q14. Answer: (d)

Q15. Answer: (a)

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