

# 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

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**Q1.** Which of the following should you use if you want all the slide in the presentation to have the same "look"?

- a) the slide layout option
  - b) add a slide option
  - c) outline view
  - d) a presentation design template
  - e) None of these
- 

**Q2.** In Microsoft PowerPoint auto clip art is a feature that

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

**Q3.** Which of the following toolbars provide different options in various master views?

- a) Common tasks toolbar
  - b) Drawing toolbar
  - c) Formatting toolbar
  - d) Standard toolbar
- 

**Q4.** In Microsoft PowerPoint 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

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**Q5.** Which option allows you to select line, curve, freeform or scribble tools?

- a) Create effect
- b) Insert motion path
- c) Draw custom path
- d) All of the above
- e) None of these

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**Q6.** In Microsoft PowerPoint in order to edit a chart, you can

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

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**Q7.** Which of the following provides a printed copy of your presentation?

- a) Outlines
- b) Speaker notes
- c) Audience handouts
- d) All of above
- e) None of these

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**Q8.** 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
  - e) None of these
- 

**Q9.** In Microsoft PowerPoint view that displays only text (title and bullets) is

- a) Slide show
  - b) Slide sorter view
  - c) Notes page view
  - d) Outline view
- 

**Q10.** Special effects used to introduce slides in a presentation are called

- a) Effects
  - b) Custom animations
  - c) Transitions
  - d) Preset animations
  - e) None of these
- 

**Q11.** How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

- a) Edit the notes master and add your company logo
- b) Edit the slide master and insert your company logo and notes pane
- 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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**Q12.** In Microsoft PowerPoint the following includes special effects that can be applied to drawing objects

- a) Gradient fills
- b) Line color and style
- c) Rotating
- d) All of above

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**Q13.** Ellipse Motion is a predefined

- a) Design template
- b) Color scheme
- c) Animation scheme
- d) All of the above
- e) None of these

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**Q14.** From which menu you can access Picture, Test Box, Chart etc?

- a) File
- b) Edit
- c) Insert
- d) View
- e) None of these

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**Q15.** 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

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### Answers to the above questions :

**Q1. Answer: (d)**

**Q2. Answer: (d)**

**Q3. Answer: (a)**

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**Q4. Answer: (b)**

**Q5. Answer: (c)**

**Q6. Answer: (c)**

**Q7. Answer: (c)**

**Q8. Answer: (b)**

**Q9. Answer: (d)**

**Q10. Answer: (c)**

**Q11. Answer: (a)**

**Q12. Answer: (d)**

**Q13. Answer: (c)**

**Q14. Answer: (c)**

**Q15. Answer: (b)**

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