

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. Slide sorter of PowerPoint is available on menu.

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

Q2. What's the best place to find animated images for you PowerPoint 2002 presentation?

- a) Microsoft online
 - b) Word clipart
 - c) PowerPoint tools and ins
 - d) All of the above
 - e) None of these
-

Q3. In Microsoft PowerPoint you were giving your presentation, and you need to click a slide that's few slides back. How do you get there?

- a) Press ESC to get back into a normal view; click the slide thumbnail in normal view; then click the resume slide show button
 - b) Press backspace until your desired slide
 - c) Right click, point to go on the shortcut menu, point to by title, and click the slide you want to go to
 - d) All of above
-

Q4. What is the best way to create another copy of a slide?

- a) Click the slide then press Ctrl +A and paste in new slide
- b) From Insert Menu choose Duplicate Slide
- c) Redo everything on a new slide that you had done on previous slide
- d) None of above
- e) None of these

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Q5. The size of an organization chart object

- a) Is determined by the presentation design and cannot be changed
- b) Is determined by the presentation design but can be changed in PowerPoint
- c) Is dependent on the amount of text within the organization chart
- d) B and C
- e) None of these

Q6. The view that displays the slides of a presentation as miniature representations of the slides is called

- a) Slide show
- b) Slide sorter view
- c) Notes page view
- d) Outline view
- e) None of these

Q7. 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 object
-

Q8. Which command brings you to the first slide in your presentation?

- a) Next slide button
 - b) Page up
 - c) Ctrl +'Home !
 - d) Ctrl + End
 - e) None of these
-

Q9. Which of the following will not advance the slides in a slide show view?

- a) Esc key
 - b) The spacebar
 - c) The Enter key
 - d) The mouse button
 - e) None of these
-

Q10. We can replace a font on all slides with another font using theoption

- a) Edit, Fonts
 - b) Tools, Fonts
 - c) Tools, Replace Fonts
 - d) Format, Replace Fonts
 - e) None of these
-

Q11. You can add multiple subordinates to a position by

- a) Clicking the subordinate button as you press and hold shift

- b) Clicking the subordinate button each and every time You add a subordinate
 - c) Clicking the subordinate button as many times as the desired boxes
 - d) All of above
 - e) None of these
-

Q12. Format painter

- a) To paint pretty pictures on your slides
- b) To copy formatting from one object or piece of tex and then apply it elsewhere
- c) To change the background color of your slides
- d) To paint pretty pictures on background of slides
- e) None of these

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Q13. A chart can be put as a part of the presentation using

- a) Insert-> Chart
 - b) Insert -> Pictures -> Chart
 - c) Edit -> Chart
 - d) View -> Chart
 - e) None of these
-

Q14. You can edit an embedded organization chart object by

- a) Clicking edit object
- b) Double clicking the organization chart object
- c) Right clicking the chart object, then clicking edit MS- Organization Chart object
- d) B and C both

e) None of these

Q15. 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 page view
- c) Slide view
- d) Outline view
- e) None of these

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (b)

Q3. Answer: (c)

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Q4. Answer: (b)

Q5. Answer: (d)

Q6. Answer: (b)

Q7. Answer: (c)

Q8. Answer: (c)

Q9. Answer: (a)

Q10. Answer: (d)

Q11. Answer: (d)

Q12. Answer: (b)

Q13. Answer: (b)

Q14. Answer: (d)

Q15. Answer: (a)

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