

# 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

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**Q1.** To start slide show of a presentation

- a) Hit F5 key
  - b) From Slide Show menu choose View Show option
  - c) From Slide Show menu choose Rehearse timing
  - d) Both A & B
  - e) None of these
- 

**Q2.** the handout master contains placeholders fro all of the following except

- a) Slide number
  - b) Title
  - c) Footer
  - d) Header
  - e) None of these
- 

**Q3.** What is the term used when a clip art image changes the direction of faces?

- a) Group
  - b) Flip
  - c) Rotate
  - d) All of the above
  - e) None of these
-

**Q4.** In Microsoft PowerPoint the following should you use if you want all the slides in the presentation to have the same look

- a) The slid layout option
- b) The add a slide option
- c) Outline view
- d) A presentation design template

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**Q5.** Using a custom animation effect, how do you make text appear on a slide by letter

- a) Apply the animation scheme fade in one by one.
- b) Apply an entrance effect, and then set it to by letter in the effect option dialog box
- c) Apply the fly in entrance to the text, and then set its speed to very slow.
- d) All of above
- e) None of these

**Q6.** Which of the following tool enables you to add text to a slide without using the standard placeholders?

- a) Text tool box
- b) Line tool
- c) Drawing tool
- d) Auto shapes tool
- e) None of these

**Q7.** Which of the following feature allows you to select more than one slide in slide sorter view?

- a) Alt + Click each slide
  - b) Shift + drag each slide
  - c) Shift + Click each slide
  - d) Ctrl + Click each slide
  - e) None of these
- 

**Q8.** The power point view that displays only text (title and bullets) is:

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

**Q9.** In Microsoft PowerPoint an image is selected, it displays which of the following?

- a) Two corner handles
  - b) Six middle handles
  - c) Eight sizing handles
  - d) Six boxes
- 

**Q10.** PowerPoint 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
-

**Q11.** In Microsoft PowerPoint the following provides a printed copy of your presentation

- a) Outlines
  - b) Speaker notes
  - c) Audience handouts
  - d) All of above
- 

**Q12.** Microsoft PowerPoint is a

- a) Database program
- b) Spreadsheet program
- c) Presentation program
- d) Word processing program
- e) None of these

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**Q13.** In which menu can you find features like Slide Design, Slide Layout etc.?

- a) Insert Menu
  - b) Format Menu
  - c) Tools Menu
  - d) Slide Show Menu
  - e) None of these
- 

**Q14.** In Microsoft PowerPoint the following fill effects can you use for the slide background

- a) Gradient

- b) Texture
- c) Picture
- d) All of the above

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**Q15.** Which of the following is not a way to create a new presentation?

- a) Using the Scan-In Slides feature
- b) From scratch (create a blank presentation)
- c) Using a template
- d) Using the auto content wizard
- e) None of these

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**Answers to the above questions :**

**Q1. Answer: (d)**

**Q2. Answer: (b)**

**Q3. Answer: (c)**

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**Q4. Answer: (d)**

**Q5. Answer: (b)**

**Q6. Answer: (a)**

**Q7. Answer: (c)**

**Q8. Answer: (d)**

**Q9. Answer: (c)**

**Q10. Answer: (d)**

**Q11. Answer: (c)**

**Q12. Answer: (c)**

**Q13. Answer: (b)**

**Q14. Answer: (d)**

**Q15. Answer: (a)**

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