# 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.** In Microsoft PowerPoint you can embed a organization chart in a slide by

a) Clicking the object command on the edit menu

b) Clicking the insert new slide button on the standard toolbar, then double clicking the organization chart auto layout

c) Clicking the ms organization chart button on the formatting toolbar

d) Clicking the ms organization chart button on the standard toolbar

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**Q2.** You can embed a organization chart in a slide by

a) Clicking the object command on the edit menu

b) Clicking the insert new slide button on the standard toolbar, then double clicking the organization chart auto layout

c) Clicking the ms organization chart button on the formatting toolbar

d) Clicking the ms organization chart button on the standard toolbar

e) None of these

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**Q3.** 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

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**Q4.** In Microsoft PowerPoint the following features should you use when typing in he notes text box

a) Slide shows

b) Insert

c) Slide master

d) Zoom

**Q5.** What are the three options available in Insert » Picture menu?

a) Clipart, Pictures, Shapes

b) Clipart, From File, Shapes

c) Clipart, From Files, Auto Shapes

d) Clipart, Pictures, Auto Shapes

e) None of these

**Q6.** In normal view, how can you quickly change to handout master view?

a) Click the outline tab and select handout master view

b) Press the shift key and click the handout master view button

c) On the view menu, click slide sorter, and click handouts.

d) All of above

**Q7.** Which of the following displays when an image is selected?

a) Add clip art only if it relates to your topic

b) Be sure to place at least one clipart image per slide

c) Resize the image so it takes up as much space as your text

d) A and b

e) None of these

**Q8.** Want a PowerPoint photo album slide show to play continuously?

a) Use random slide transitions

b) Launch an online broadcast

c) Loop continuously

d) All of the above

e) None of these

**Q9.** Which of 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

e) None of these

**Q10.** In Microsoft PowerPoint how do you add degrees of transparency to shapes such as arrows, so that the slide background shows though?

a) Use #D style 4 button on the drawing toolbar

b) Use the Set Transparent Color button on the Picture toolbar

c) Use the Transparency slider in the Format AutoShapes dialog box

d) All of above

**Q11.** Which of the following are types of sound files?

a) LOG files

b) DAT files

c) WAV files

d) DRV files

e) None of these

**Q12.** A cell is defined as

a) The intersection of a column and a row

b) An input box

c) A rectangular marker

d) All of the above

e) None of these

**Q13.** In Microsoft PowerPoint 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 are very simple in appearance

**Q14.** Which of the following are actions you can assign to an action button or slide object?

a) Run a macro

b) Play a sound

c) Hyper link

d) All of above

e) None of these

**Q15.** to exit the PowerPoint

a) click the application minimize button

b) click the document close button

c) double click the applications control menu icon

d) double click the document control menu icon

e) None of these

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## Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (b)

Q3. Answer: (d)

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**Q4. Answer: (d)**

**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: (c)**

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