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 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

Q2. Which of the following you must first complete in order to delete an object?

a) Double click the image

b) Select the image

c) Resize the image

d) Move the image to a new location

Q3. In Microsoft PowerPoint 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

Q4. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called

a) Animation

b) Slide transition

c) Custom animation

d) Preset animation

Q5. Which file format can be added to a PowerPoint show?

a) .jpg

b) .giv

c) .wav

d) All of the above

Q6. In Microsoft PowerPoint to change font size of a selected slide title, you

a) Click the toolbars font dropdown arrow and choose the font you prefer

b) Click format, title and choose a font from the font tab

c) Click the toolbar's increase font size button

d) Click title, new font, ok.

Q7. In Microsoft PowerPoint the following bypasses the print dialog box when printing individual slides or an entire presentation

a) File, print, preview

b) The print button

c) File, print

d) Ctrl + P

Q8. Which of the following features should you use when typing in the notes text box?

a) Slide show

b) Insert

c) Slide maser

d) Zoom

e) None of these

Q9. What is the name of the form used to input chart values?

a) Datasheet

b) Microsoft Excel

c) Microsoft graph

d) Auto form

e) None of these

Q10. Which of the following options changes the fill color of an object back to the default color?

a) Template

b) Automatic

c) Patterns

d) Fill colors

e) None of these

Q11. In Microsoft PowerPoint ellipse Motion is a predefined

a) Design template

b) Color scheme

c) Animation scheme

d) None of these

Q12. Right clicking something in PowerPoint

a) Deletes the object

b) Selects the object

c) Opens a shortcut menu listing for the object

d) Nothing he right mouse button for operation

e) None of these

Q13. Ellipse Motion is a predefined___

a) Design Template

b) Col or Scheme

c) Animation Scheme

d) All of these

e) None of these

Q14. Auto clipart is a feature that

a) Automatically places clipart in your presentation

b) Scans your presentation for incorrect spelling in your words on each slide

c) Scans your presentation for incorrect spelling in Word Arts objects

d) All of above

e) None of these

Q15. In Microsoft PowerPoint the following you use to add shading to a drawing object on or an auto shape object

a) Text box tool

b) Line tool

c) Fill color

d) (B) and (C) both true

Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (b)

Q3. Answer: (d)

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Q4. Answer: (b)

Q5. Answer: (d)

Q6. Answer: (c)

Q7. Answer: (d)

Q8. Answer: (d)

Q9. Answer: (a)

Q10. Answer: (b)

Q11. Answer: (c)

Q12. Answer: (c)

Q13. Answer: (c)

Q14. Answer: (d)

Q15. Answer: (d)

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