

MICROSOFT POWERPOINT Q/A BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Created By [Careericons](#) Team

Q1. 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
-

Q2. 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
-

Q3. A file which contains readymade styles that can be used for presentations is called

- a) Auto style
 - b) Template
 - c) Wizard
 - d) Pre-formatting
 - e) None of these
-

Q4. PowerPoint 2000 has Number of views

- a) 3
- b) 4
- c) 5
- d) 6
- e) None of these

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Q5. Which of the following can you use to add times to the slides in a presentation?

- a) Microsoft graph
- b) Microsoft Table
- c) Microsoft Excel
- d) Microsoft Word
- e) None of these

Q6. To insert a new slide in the current presentation, we can choose

- a) Ctrl + M
- b) Ctrl + N
- c) Ctrl + O
- d) Ctrl + F
- e) None of these

Q7. In Microsoft PowerPoint boxes that are displayed to indicate that the text, pictures or objects are placed in it is called

- a) Placeholder
 - b) Auto text
 - c) Text box
 - d) Word art
-

Q8. Which option can be used to create a new slide show with the current slides but presented in a different order?

- a) Rehearsal
 - b) Custom Slide show
 - c) Slide Show Setup
 - d) Slide Show View
 - e) None of these
-

Q9. 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
-

Q10. In Microsoft PowerPoint what are lines, curve, freeform, and scribble

- a) Emphasis effects that can be applied to animations
 - b) Types of custom motion paths
 - c) Predefined entrance and exit effects
 - d) All of the above
-

Q11. 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
 - e) None of these
-

Q12. In Microsoft PowerPoint 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

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Q13. To make a selection of slides on our presentation, use a different design template from the other slides, what do you do?

- a) Select the slides thumbnails in that section, and apply a different color scheme
 - b) Select the slide thumbnails in that section and apply a different design template
 - c) Select one of the slides in the section you want to change, customize the fonts and colors, and use the format painter tool to apply those styles to the other slides in the section
 - d) All of above
 - e) None of these
-

Q14. In Microsoft PowerPoint the best view for getting your thoughts for a presentation out on the computer

- a) Outline view

- b) Notes page view
- c) Slide sorter view
- d) Slide view

Q15. In Microsoft PowerPoint in order to see all the slides on one screen use

- a) View, slide sorter
- b) View, slide
- c) View, master
- d) view, slide show
- e) None of these

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (c)

Q3. Answer: (b)

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Q4. Answer: (c)

Q5. Answer: (a)

Q6. Answer: (a)

Q7. Answer: (a)

Q8. Answer: (b)

Q9. Answer: (a)

Q10. Answer: (b)

Q11. Answer: (c)

Q12. Answer: (c)

Q13. Answer: (b)

Q14. Answer: (a)

Q15. Answer: (a)

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