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 Team

Q1. Which of the following must be used with the mouse when you want to resize an image from the center and keep it proportioned?
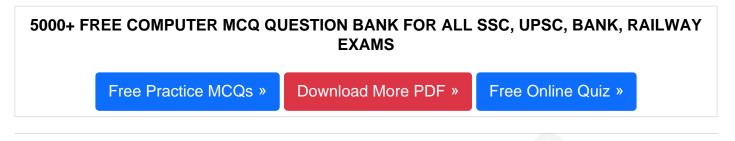
a) The space bar

b) The alt key

c) The Ctrl key

d) The shift key

e) None of these

Q2. Any and every command can be found on the

a) Drawing toolbar

b) Formatting toolbar

c) Standard toolbar

d) Menu bar

e) None of these

Q3. Want your logo in the same position on every slide, automatically. Insert it on the

a) Handout master

b) Notes master

c) Slide master

d) All of the above

Q4. In Microsoft PowerPoint you can show the shortcut menu during the slide show by

a) Clicking the shortcut button in the formatting toolbar

b) Right clicking the current slide

c) Clicking an icon on the current slide

d) A and b

Q5. On which part of the chart are the values entered in a data sheet displayed?

a) The title area

b) The legend

c) The y-axis

d) The x-axis

e) None of these

Q6. Which of the following is not a feature of PowerPoint?

a) Printing transparencies

b) Printing the speaker's notes along with slide images

c) Linking a slide transition with a laser pointer

d) Drawing with a pen

e) None of these

Q7. If you select Insert » Picture » From File

a) You can insert pictures and clipArts

b) You can insert clipArts only

c) You can insert pictures only

d) All of above

e) None of these

Q8. Which of the following provides a printed copy of your presentation?

a) Outline

b) Speaker notes

c) Audience handouts

d) All of the above

e) None of these

Q9. In Microsoft PowerPoint to select all the boxes of an organization chart

a) Click edit, select all

b) Right click the chart background click select all

c) Press and hold the shift key and click each box

d) All of the above

Q10. In Microsoft PowerPoint the key deletes text before, or the left of, the insertion point

a) Backspace

b) Page up

c) Delete

d) Page down

Q11. Which of the following will not advance the slides in a slide show view?

a) The esc key

b) The space bar

c) The enter key

d) The mouse button

Q12. In Microsoft PowerPoint press animation effects allows you to

a) Add clip art images to your slides

b) Create a custom transition to the nect slide

c) Show bullet items as they are discussed

d) None of above

Q13. In Microsoft PowerPoint 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

Q14. Which of the following will not advance the slides in a slide show view?

a) The esc key

b) The space bar

c) The enter key

d) The mouse button

e) None of these

Q15. To import text from a word document that uses headings into a PowerPoint presentation:

a) This can not be done in PowerPoint

b) Click Insert, Slides from Outline

c) Click Import, Word Document Headings

d) Click File, New, Presentation from Word Headings

Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (d)

Q3. Answer: (c)

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MICROSOFT POWERPOINT Q/A   MICROSOFT ACCESS MCQ

COMPUTER MEMORY MCQ   DATA BASE MANAGEMENT SYSTEM (DBMS)

Q4. Answer: (b)

Q5. Answer: (c)

Q6. Answer: (c)

Q7. Answer: (c)

Q8. Answer: (c)

Q9. Answer: (d)

Q10. Answer: (a)

Q11. Answer: (a)

Q12. Answer: (c)

Q13. Answer: (d)

Q14. Answer: (a)

Q15. Answer: (b)

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