Microsoft PowerPoint

1. A new presentation can be created from_____.
a) Blank presentation
b) Existing presentation
c) Design template
d) **All of the above**

2. Animation of a slide is possible with _____.
a) **MS PowerPoint**
b) MS Word
c) Tally
d) Firefox

3. From which of these menus can we access Text Box, Picture, and Chart?
a) File
b) **Insert Menu**
c) View
d) Format

4. If you know the character code, you can enter the code in your document and then press _____ to convert it into a character.
a) **Alt + X**
b) Ctrl + X
c) Ctrl + Y
d) Tab + X

5. In PowerPoint, the header and footer button can be found on the insert tab in what group?
a) Tables group
b) **Text group**
c) Object group
d) Illustrations group

6. In which bar we can see the current position of the slide?
a) Ribbon
b) Title bar
c) **Status bar**
d) View option bar

7. MS PowerPoint is software of _____
a) Google
b) Apple
c) Android
d) **Microsoft**

8. PowerPoint design template is stored in any file with _____ extensions.
a) .ppt
b) .txt
c) **.potx**
d) .doc

9. Press ___ to delete one character to the right.
a) Space
b) Backspace
c) Enter
d) **Delete**

10. Press ___ to end a Presentation.
a) Tab Key
b) **Esc Key**
c) P Key
d) E Key

11. Press ___ to start presentation from the beginning.
a) **F5**
b) F6
c) F7
d) F8

12. Press _____ to delete one character to the left.
a) Space
b) **Backspace**
c) Enter
d) Delete

13. Press _____ to delete one word to the left in PowerPoint.
a) **Ctrl + Backspace**
b) Ctrl + Space
c) Ctrl + Enter
d) Ctrl + Tab

14. Press _____ to delete one word to the left.
a) **Backspace Key**
b) Delete
c) Tab
d) Enter

15. Slideshow is a feature of _____ software.
 a) **MS-PowerPoint**　　b) MS-Word　　　　c) MS-Excel　　　　d) MS-Access

16. The maximum zoom percentage in Microsoft PowerPoint is _____.
 a) 100%　　　　b) 200%　　　　c) 300%　　　　d) **400%**

17. The minimum zoom size in MS PowerPoint is ____
 a) 0%　　　　b) **10%**　　　　c) 30%　　　　d) 100%

18. The slide that is used to introduce related topic and set for presentation is called the
 a) Table slide　　　b) **Title slide**　　　c) Bullet slide　　　d) Graph slide

19. To add a row at the end of a table, click the last cell of the last row, and then press ____
 a) Alt　　　　b) **Tab**　　　　c) Space　　　　d) Ctrl

20. To align left the selected text, the shortcut key is _____.
 a) Ctrl + R　　　b) **Ctrl + L**　　　c) Ctrl + U　　　d) Ctrl + J

21. To align right the selected text in PowerPoint, the shortcut key is_____.
 a) **Ctrl + R**　　　b) Ctlr + J　　　c) Ctrl + U　　　d) Ctrl + L

22. To center the selected text, the shortcut key is _____
 a) Ctrl+ C　　　b) **Ctrl+ E**　　　c) Ctrl+ O　　　d) Ctrl+ U

23. To delete the selected text press_____.
 a) **Delete**　　　b) Ctrl　　　c) Home　　　d) Alt

24. To insert a new slide go to _____ tab, in the Slides group, click New slide
 a) Animations　　　b) View　　　c) **Home**　　　d) Slide show

25. To make the selected text bold in PowerPoint, the shortcut key is
 a) Space + H　　　b) Shift + B　　　c) Alt + B　　　d) **Ctrl + B**

26. To make the selected text italic, the shortcut key is
 a) Ctrl + Z　　　b) Ctrl + Alt + I　　　c) Ctrl + K　　　d) **Ctrl + I**

27. To make the selected text underline, the shortcut key is
 a) Ctrl + I　　　b) **Ctrl + U**　　　c) Ctrl + K　　　d) Ctrl + Alt + K

28. To start Microsoft PowerPoint application
 a) Press Windows Key + O -> Run then type Powerpoint then press Enter
 b) Press Windows Key + R -> Run then type Powerpoint then press Enter
 c) Press Shift Key + R -> Run then type Powerpoint then press Enter
 d) **Press Windows Key + R -> Run then type Powerpnt then press Enter**

29. What is a motion path?
 a) A type of animation entrance effect　　　b) A method of advancing slides
 c) **A method moving items on a slide**　　　d) All of the above

30. What is a slide in PowerPoint?
 a) A type of animation　　　b) A transition effect
 c) **A single page in a presentation**　　　d) A sound effect

31. What is Microsoft PowerPoint primarily used for?
a) Creating spreadsheets
b) **Creating presentations**
c) Editing photos
d) Writing code

32. What is shortcut key to add a new slide in the current presentation document?
a) Ctrl + N
b) Ctrl + B
c) Ctrl + S
d) **Ctrl + M**

33. What is the shortcut key to justify the selected text in PowerPoint?
a) Ctlr + I
b) **Ctrl + J**
c) Ctrl + U
d) Ctlr + L

34. What we have to type in the Run dialog box to open Powerpoint?
a) pwrpnt
b) pntpwr
c) **powerpnt**
d) powerpt

35. Which feature is not in MS PowerPoint?
a) **Scan a Virus**
b) Zoom
c) Background color
d) Slide show

36. Which input device is not suitable to work with MS Power Point?
a) **Joystick**
b) Mouse
c) Keyboard
d) Printer

37. Which key helps to move to the end of a line in PowerPoint?
a) Home
b) Page up
c) **End**
d) Page Down

38. Which key on the keyboard can be used to view slide show?
a) F1
b) F2
c) **F5**
d) F10

39. Which of the following file formats is commonly used for saving PowerPoint presentations?
a) **.pptx**
b) .txt
c) .jpg
d) .mp3

40. Which of the following is a type of sound file?
a) .jpg
b) .txt
c) **.mp3**
d) .pdf

41. Which of the following is called as page to create presentation in PowerPoint?
a) Slide Show
b) Worksheet
c) **Slide**
d) Slide Deck

42. Which of the following is the file extension of the PowerPoint application?
a) .xls
b) .docx
c) .doc
d) **.pptx**

43. Which of the following is the presentation processing software?
a) Avast
b) Google chrome
c) Mozilla Firefox
d) **MS PowerPoint 2007**

44. Which of the following is the shortcut key used to start the presentation from the current slide?
a) Shift + F2
b) **Shift + F5**
c) Shift + F12
d) Shift + F4

45. Which of the following shortcut key is used to start the slide show?
a) Ctrl + S
b) Alt + F4
c) Ctrl + P
d) **Using F5 key**

46. Which tab in the PowerPoint ribbon contains options to change the slide layout and design?
a) Insert
b) Home
c) **Design**
d) Format

47. Which term is not related with font?

a) **Font grammar**   b) Font color   c) Font size   d) Font face

48. Which term is related to decorative text in PowerPoint?
a) Cross- reference   b) Hyperlink
c) ClipArt   d) **WordArt**

49. You can use the ___ to insert symbols.
a) Font dialog box   b) Text dialog box
c) Paragraph dialog box   d) **Symbol dialog box**

50. ____ button reduces the window to an icon but Program still remains active.
a) Maximize   b) **Minimize**   c) Close   d) Restore

51. _____ is a presentation program.
a) **PowerPoint**   b) MS Excel   c) MS Word   d) MS Access

52. _____ is one of the most popular presentation program supported by both Mac and PC platforms.
a) Avira   b) Adobe Reader
c) Windows Media Player   d) **Microsoft PowerPoint**

53. A _____ is a presentation that you can create to display your personal or business photographs.
a) PowerPoint Clipart   b) PowerPoint WordArt
c) **PowerPoint photo album**   d) All of these

54. To add or change a shadow, point to _____ button, and then click the shadow that you want.
a) Rotate   b) Flip   c) **Shadow**   d) Highlight

55. What is a set of unified design elements that provides a look for your document by using color, fonts and graphics?
a) Font face   b) **Theme**   c) Line spacing   d) Hyperlink

56. 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

57. _____ themselves just define positioning and formatting for content that will later appear on a slide in PowerPoint.
a) Font faces   b) Themes   c) Zoom   d) **Layouts**

Answer Key

1.**D** 2.**A** 3.**B** 4.**A** 5.**B** 6.**C** 7.**D** 8.**C** 9.**D** 10.**B** 11.**A** 12.**B** 13.**A** 14.**A** 15.**A** 16.**D** 17.**B** 18.**B** 19.**B** 20.**B** 21.**A** 22.**B** 23.**A** 24.**C** 25.**D** 26.**D** 27.**B** 28.**D** 29.**C** 30.**C** 31.**B** 32.**D** 33.**B** 34.**C** 35.**A** 36.**A** 37.**C** 38.**C** 39.**A** 40.**C** 41.**C** 42.**D** 43.**D** 44.**B** 45.**D** 46.**C** 47.**A** 48.**D** 49.**D** 50.**B** 51.**A** 52.**D** 53.**C** 54.**C** 55.**B** 56.**A** 57.**D**