

Microsoft PowerPoint

1. Microsoft PowerPoint is a _____ program.

- A. Graphics
- B. Presentation
- C. Data Analysis
- D. All of the above

Answer: B) Presentation

Explanation:

Microsoft PowerPoint is a presentation program.

2. The powerPoint program was created by _____.

- A. Thomas and John Knoll
- B. Charles Simonyi
- C. Jerry Yang and David Filo
- D. Robert Gaskins and Dennis Austin

Answer: D) Robert Gaskins and Dennis Austin

Explanation:

The PowerPoint program was created by Robert Gaskins and Dennis Austin.

3. In Windows operating systems, PowerPoint was offered in _____.

- A. 1989
- B. 1990
- C. 1991
- D. 1992

Answer: B) 1990

Explanation:

PowerPoint became a component of the Microsoft Office suite, first offered in 1989 for Macintosh and in 1990 for Windows.

4. What is the default filename of a PowerPoint file?

- A. Presentation
- B. Mypresentation
- C. Presentation1
- D. Default

Answer: C) presentation1

Explanation:

The default filename of a PowerPoint file is "presentation1".

5. What is the file extension of PowerPoint file?

- A. Powerpoint
- B. Powerpnt
- C. Ppnt
- D. Pptx

Answer: D) pptx

Explanation:

The file extension of PowerPoint file is ".pptx".

6. Which command is used to open PowerPoint directly (if installed) from the RUN dialog box in Windows operating systems?

- A. Powerpoint
- B. Powerpnt
- C. Ppt
- D. Pptx

Answer: B) Powerpnt

Explanation:

Use "powerpnt" command in the RUN dialog box in the Windows system to open PowerPoint.

7. What is the shortcut key to insert a new slide in PowerPoint?

- A. Ctrl + N
- B. Ctrl + M
- C. Shift + N
- D. Alt + M

Answer: B) Ctrl + M

Explanation:

The shortcut key to insert a new slide in PowerPoint is Ctrl + M.

8. What is the shortcut key to delete the current slide in PowerPoint?

- A. Delete
- B. Backspace
- C. Insert
- D. Both A and B

Answer: D) Both A and B

Explanation:

The current slide in PowerPoint can be deleted by pressing either backspace or delete key in Windows systems.

9. Which option is used to reset the position, size, and formatting of the slide placeholders to their default settings?

- A. Restore
- B. Default Formatting
- C. Reset
- D. Default Template

Answer: C) Reset

Explanation:

To reset the position, size, and formatting of the slide placeholders to their default settings - The reset option is used which is available in the Home Menu under the Slides group.

10. A PowerPoint _____ is a pattern or blueprint of a slide or group of slides.

- A. Presentation
- B. Style
- C. Theme
- D. Template

Answer: D) Template

Explanation:

A PowerPoint template is a pattern or blueprint of a slide or group of slides.

11. A PowerPoint template is saved as _____ file.

- A. pptx
- B. potx
- C. ptx
- D. temx

Answer: B) potx

Explanation:

A PowerPoint template is saved as .potx file.

12. The shortcut key to close PowerPoint?

- A. Ctrl + Q
- B. F4
- C. Ctrl + Delete

D. All of the above

Answer: A) Ctrl + Q

Explanation:

The shortcut key to close PowerPoint is Ctrl + Q.

13. The shortcut key to open the Transitions tab and add transitions between slides.?

- A. Ctrl + K
- B. Ctrl + T
- C. Alt + K
- D. Alt + T

Answer: A) Alt + K

Explanation:

The shortcut key is to open the Transitions tab and add transitions between slides. is Alt + K.

14. What is used to insert text on the currently selected slide?

- A. WordArt
- B. Comment Box
- C. Text Box
- D. Rich Text Box

Answer: C) Text Box

Explanation:

To write text on a slide, we need to use a Text box and then write text within the Text Box.

15. Under which Menu, the options for draw/insert Text Box, picture, charts are available?

- A. Home
- B. Insert
- C. Draw
- D. All of the above

Answer: B) Insert

Explanation:

Text Box, Picture, and Charts options are available in the Insert Menu.

16. What is the keyboard shortcut to start the slideshow of a PowerPoint presentation?

- A. F5
- B. Ctrl + F5
- C. F12
- D. Ctrl + F12

Answer: A) F5

Explanation:

The keyboard shortcut key to start the slideshow of a PowerPoint presentation is F5.

17. What is the keyboard shortcut to stop the slideshow of a PowerPoint presentation?

- A. Alt + F4
- B. Esc
- C. F5
- D. Alt + F5

Answer: A) F5

Explanation:

The keyboard shortcut key to stop the slideshow of a PowerPoint presentation is Esc (Escape Key).

18. Can we insert a video into a PowerPoint presentation?

- A. Yes
- B. No

Answer: A) Yes

Explanation:

Yes, we can insert a video in a PowerPoint presentation. To insert a video, go to the slide on which you want to insert a video, click on the Insert tab and then click on the Insert Video Icon and choose a video from the device.

19. Can we create a PowerPoint presentation into a video?

- A. Yes
- B. No

Answer: A) Yes

Explanation:

Yes, we can create a PowerPoint presentation into a video. To create a video from the PowerPoint presentation, go to the File menu, click on the Export option, now click on Create a video, select the specified settings, click on Create video button and save.

20. Correct steps to protect a PowerPoint presentation with a password?

- A. Tools -> Protect Presentation -> Encrypt with password
- B. File -> Info -> Protect Presentation -> Encrypt with password
- C. File -> More Options -> Protect Presentation -> Encrypt with password
- D. All of the above

Answer: B) File -> Info -> Protect Presentation -> Encrypt with password

Explanation:

The correct steps to protect a PowerPoint presentation with a password are: File -> Info -> Protect Presentation -> Encrypt with password.

21. Live presentation feature was added from which Microsoft PowerPoint version?

- A. MS PowerPoint 2019
- B. MS PowerPoint 2017
- C. MS PowerPoint 2015
- D. MS PowerPoint 2013

Answer: D) MS PowerPoint 2013

Explanation:

A live presentation feature was added to Microsoft PowerPoint 2013.

22. What is the keyboard shortcut to start the slideshow from the current slide of a PowerPoint presentation?

- A. F5
- B. Ctrl + F5
- C. Shift + F5
- D. Ctrl + F12

Answer: C) Shift + F5

Explanation:

The keyboard shortcut key to start the slideshow of a PowerPoint presentation is "Shift + F5".

23. From which menu and option, we can start/play the slideshow of a PowerPoint presentation?

- A. Slide Show > From Current Slide
- B. Slide Show > Set Up Slide Show
- C. Play > From Current Slide
- D. View > Play Now

Answer: A) Slide Show > From Current Slide

Explanation:

With the option "From Current Slide" which is available in the "Slide Show" menu, we can start/play the slideshow of a PowerPoint presentation.

24. Which option/feature is used to convert handwritten mathematical expressions to text?

- A. Handwritten to Text
- B. Writing to Text
- C. Pen to Text
- D. Ink to Text

Answer: D) Ink to Text

Explanation:

By using the "Ink to Text" feature, we can convert handwritten mathematical expressions to text. To use this option. Select the "Ink to Text" from the "Draw" menu.

25. Which option/feature is used to convert ink drawings to shapes?

- A. Handwritten to Shape
- B. Ink Drawing to Shape
- C. Ink to Shape
- D. None of the above

Answer: C) Ink to Shape

Explanation:

By using the "Ink to Shape" feature, we can convert ink drawings to text. To use this option. Select the "Ink to Shape" from the "Draw" menu.

26. Is it possible to record the computer screen and insert it into a slide in PowerPoint?

- A. Yes
- B. No

Answer: A) Yes

Explanation:

Yes, it is possible to record the computer screen and insert it into a slide in PowerPoint.

27. The Screen Recording option is available in the _____ menu.

- A. Home
- B. Insert
- C. Design
- D. Record
- E. Both B and C
- F. Both B and D

Answer: F) Both B and D

Explanation:

The Screen Recording option is available in both of the menus "Insert" and "Record".

28. _____ controls the look of your entire presentation such as fonts, colors, logos, designs, etc.

- A. Slide Master View
- B. Handout Master View
- C. Notes Master View
- D. None of the above

Answer: A) Slide Master View

Explanation:

Slide Master View controls the look of your entire presentation such as fonts, colors, logos, designs, etc.

29. ____ is used to customize how your presentation will look as a printed handout.

- A. Slide Master View
- B. Handout Master View
- C. Notes Mater View
- D. None of the above

Answer: A) Slide Mater View

Explanation:

Handout Master View is used to customize how your presentation will look as a printed handout.

30. ____ is used to customize how your presentation will look when printed out with your notes.

- A. Slide Master View
- B. Handout Master View
- C. Notes Mater View
- D. None of the above

Answer: A) Slide Mater View

Explanation:

Notes Mater View is used to customize how your presentation will look when printed out with your notes.

31. ____ is used to see all your open windows overlapped on the screen.

- A. New Window
- B. Arrange All View
- C. Cascade View
- D. All of the above

Answer: A) Slide Mater View

Explanation:

Cascade View is used to see all your open windows overlapped on the screen.

32. ____ is used to stack your open windows so you can see all of them at once.

- A. New Window
- B. Arrange All View
- C. Cascade View
- D. All of the above

Answer: B) Arrange All View

Explanation:

Arrange All View is used to stack your open windows so you can see all of them at once.

33. How to change an animation effect in a PowerPoint presentation?

- A. From the Animations tab, select the new animation that you want
- B. From the Slide Show Tab, select the change animation
- C. Both of the above
- D. We cannot the without removing current animation effects

Answer: A) From the Animations tab, select the new animation that you want

Explanation:

To change an animation effect in a PowerPoint presentation, follow the given steps: From the Animations tab, select the new animation that you want.

34. How to turn off all animations in a presentation?

- A. From the Slide Show tab, select Set Up Slide Show
- B. Under Show options, select Show without animation
- C. Both of the above

D. We cannot turn off all animations

Answer: C) Both of the above

Explanation:

To turn off all animations in a presentation, follow the given steps:

- Method 1: From the Slide Show tab, select Set Up Slide Show
- Method 2: Under Show options, select Show without animation

35. How to add animations to text, pictures, shapes, and more in your presentation?

- A. Select objects, select Animations, and choose an animation, Select Setup Effects and choose an effect
- B. Select objects, go to the Home tab, Select Effects Settings, and choose an effect
- C. Select objects, select Animations, and choose an animation, Select Effect Options and choose an effect
- D. All of the above

Answer: C) Select objects, select Animations, and choose an animation, Select Effect Options and choose an effect

Explanation:

To add animations to text, pictures, shapes, and more in your presentation, follow the given steps:

Select objects

- i. Select Animations and choose an animation
- ii. Select Effect Options and choose an effect.

36. Which animation(s) is/are used to make text appear one line at a time in a presentation?

- A. Appear
- B. Fade In
- C. Fly In
- D. All of the above

Answer: D) All of the above

Explanation:

The animations such as Appear, Fade In, and Fly In are used to make text appear one line at a time in a presentation.

37. Which option/feature is used to avoid showing all of the elements of a slide at once?

- A. Hide slide
- B. Turn off animations
- C. Build slide
- D. Normal view mode

Answer: C) Build slide

Explanation:

Build slide is used to avoid showing all of the elements of a slide at once.

38. To remove a transition, select ____.

- A. Transitions > Disable
- B. Transitions > None
- C. Transitions > Turn off
- D. All of the above

Answer: B) Transitions > None

Explanation:

To remove a transition, select Transitions > None.

39. To set the transition speed, select ____.

- A. Transitions > Timing Group > Duration Box
- B. Transitions > Transitions Duration

- C. Transitions > Transitions Timing Duration Box
- D. None of the above

Answer: A) Transitions > Timing Group > Duration Box

Explanation:

To set the transition speed, select Transitions > Timing Group > Duration Box.

40. To set a sound to play during a transition, select ____.

- A. Transitions > Audio Group > Sound
- B. Transitions > Transitions Sound
- C. Transitions > Timing Group > Sound
- D. None of the above

Answer: C) Transitions > Timing Group > Sound

Explanation:

To set a sound to play during a transition, select Transitions > Timing Group > Sound.

41. The keyboard shortcut for showing or hiding the grid in a presentation?

- A. F9
- B. Ctrl + F9
- C. Alt + F9
- D. Shift + F9

Answer: D) Shift + F9

Explanation:

In the PowerPoint presentation, to show/hide the grid - the keyboard shortcut "Shift + F9" is used.

42. How we can insert an image such as a logo, or banner that will appear in the same position on all the presentation slides?

- A. Insert the image (logo) on the slide master
- B. Insert the image (logo) on the handout master
- C. Insert the image (logo) from the selected slides settings
- D. From the Insert Menu, go to the Configuration option, choose and set the image (logo)

Answer: A) Insert the image (logo) on the slide master

Explanation:

To insert an image such as a logo, or banner that will appear in the same position on all the presentation slides - you have to insert it from the slide master. So that, it can be visible on all slides.

43. By using the ___, we can see all slides at once in PowerPoint.

- A. Slide Master View
- B. Slide Sorter View
- C. Slide Normal View
- D. Slide Display All View

Answer: B) Slide Sorter View

Explanation:

By using the "Slide Sorter View", we can see all slides at once in PowerPoint.

44. The keyboard shortcut for inserting a hyperlink on a selected object in PowerPoint?

- A. Shift + K
- B. Ctrl + K
- C. Shift + H
- D. Ctrl + H

Answer: B) Ctrl + K

Explanation:

In PowerPoint, to insert a hyperlink on a selected object - we use the "Ctrl + K" shortcut.

45. What is the default color of the pen in a PowerPoint slide?

- A. Red
- B. Blue
- C. Green
- D. Yellow

Answer: A) Red

Explanation:

By default, the color of the pen is red.

46. Which is the shortcut key to start the presentation in Presenter View?

- A. F5
- B. Shift + F5
- C. Ctrl + F5
- D. Alt + F5

Answer: D) Alt + F5

Explanation:

The keyboard short "Alt + F5" can be used to start the presentation in Presenter View. Note: This keyboard shortcut is not available in PowerPoint 2007 and PowerPoint 2010.

47. Steps to record slide show in PowerPoint?

- A. Select Settings > Record Slide Show
- B. Select Home > Setup Slide Show Recording
- C. Select Slide Show > Record Slide Show
- D. Select Slide Show > Setup Slide Show Recording

Answer: C) Select Slide Show > Record Slide Show

Explanation:

To record the slide show - open the Slide Show menu, and then click the Record Slide Show option.

48. During the slide show, which shortcut key is used to view the computer taskbar?

- A. Ctrl + Shift + Del
- B. Ctrl + T
- C. Shift + T
- D. Alt + T

Answer: B) Ctrl + T

Explanation:

During the slide show, use "Ctrl + T" to view the computer taskbar.

49. The keyboard shortcut to stop media playback?

- A. Alt + S
- B. Alt + T
- C. Esc
- D. Alt + Q

Answer: D) Alt + Q

Explanation:

The keyboard shortcut "Alt + Q" can be used to stop media playback.

50. The keyboard shortcut to show/hide ink markup?

- A. Alt + M
- B. Alt + H
- C. Ctrl + M
- D. Shift + M

Answer: C) Ctrl + M

Explanation:

The keyboard shortcut "Ctrl + M" can be used to show or hide ink markup during the slide show.