

# 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. pstx
- 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 Mater View
- D. None of the above

**Answer:** A) Slide Mater View

**Explanation:**

Slide Mater 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.