**MS Office**

!) which tool in PowerPoint a user to apply to align objects on slides while creating

Presentation?

Multiple choose

* **Grid**
* Guides
* Align
* Gridlines

2) Which option in PowerPoint should user use in case the same picture need to displayed on all slides?

* Copy
* Select all and Ctrl +v
* Handout master
* **Slide master**

3)identify which of them is a part of exciting transition in PowerPoint?

* Honeycomb
* Split
* Blinds
* **Random Bars**

4)\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ is performed to check document.

* Check and auto
* Auto and check
* Spelling and grammar
* None of them

5)animation and transition is a part of?

1 Powerpoint

6) The valid word extension of word is?

**.docx**

7) Advantages of using Word? Any three

1 CV

2 NOTES

3 Letter

8)In font style there is a effects

Multiple check

* Strick
* **Strikethrough**
* **Subscript**
* **Superscript**

9)In which tab is the styles group placed?

* File
* **Home**
* Mailings
* Design

10)OneDrive provides you how many GB for free?

* 1GB
* **5GB**
* 0GB
* 10GB