

MICROSOFT POWERPOINT

ANSWER KEY

1. Default file extension for a PowerPoint presentation:

• **Answer: A) .pptx**

• **Explanation:**

The default file extension for PowerPoint presentations in recent versions is .pptx. The .ppt format was used in older versions, but .pptx is part of the new XML-based format introduced in PowerPoint 2007.

2. Which of the following is used to add a new slide in PowerPoint:

• **Answer: A) Home → New Slide**

• **Explanation:**

To add a new slide, go to the **Home** tab and click on **New Slide**. You can choose from various slide layouts when you click the dropdown arrow next to "New Slide."

3. How can you change the design theme of a PowerPoint presentation:

- **Answer: B) Design → Themes**

- **Explanation:**

To change the design theme, go to the **Design** tab and select from a range of predefined themes under the **Themes** group.

4. What is the shortcut key to start a slideshow from the beginning:

- **Answer: A) F5**

- **Explanation:**

Pressing **F5** starts the slideshow from the first slide. To start the slideshow from the current slide, use **Shift + F5**.

5. Which of the following views shows the slides along with the speaker's notes:

- **Answer: C) Notes Page View**

- **Explanation:**

Notes Page View displays each slide along with any

speaker's notes. This view is useful for editing and reviewing your notes.

6. Which option is used to insert a picture from your computer into a slide:

• **Answer: B) Insert → Picture → This Device**

• **Explanation:**

To insert a picture from your computer, go to **Insert → Picture → This Device**, and then select the image file from your computer.

7. How can you add transitions between slides in PowerPoint:

• **Answer: C) Animations → Transitions**

• **Explanation:**

To add slide transitions, go to the **Animations** tab, then choose **Transitions**. From there, you can select various transition effects for your slides.

8. What does the "Animation Pane" allow you to do:

• **Answer: B) Manage and customize slide animations**

- **Explanation:**

The **Animation Pane** allows you to view, manage, and customize the animations applied to objects on your slides, including timing and order.

9. Which option would you use to change the background color of a slide:

- **Answer: B) Design → Background Styles**

- **Explanation:**

To change the background color, go to the **Design** tab, then click on **Background Styles** to choose a new color or design for your slide background.

10. Which of the following is the correct shortcut to add a new slide in PowerPoint:

- **Answer: B) Ctrl + M**

- **Explanation:**

Ctrl + M is the shortcut to insert a new slide. Other common shortcuts include **Ctrl + N** (for a new presentation) and **Ctrl + S** (to save the presentation).

11. How can you add a hyperlink to text or an object in a PowerPoint slide:

• **Answer: A) Insert → Hyperlink**

• **Explanation:**

To add a hyperlink, go to the **Insert** tab and click on **Hyperlink**. You can link to a website, another slide, or an external document.

12. What is the purpose of the "Presenter View" in PowerPoint:

• **Answer: B) To view the presentation on the computer screen while presenting**

• **Explanation:**

Presenter View allows the presenter to see the current slide, upcoming slide, speaker notes, and a timer on the computer screen, while the audience sees only the slides on the projector or screen.

13. How can you adjust the duration of a slide transition:

- **Answer: B) Transitions → Duration**

- **Explanation:**

In the **Transitions** tab, you can adjust the **Duration** of a slide transition to control how long it lasts.

14. Which option is used to apply the same animation effect to multiple objects on a slide:

- **Answer: A) Animations → Animation Painter**

- **Explanation:**

Animation Painter allows you to copy an animation effect from one object and apply it to other objects. It works similarly to the **Format Painter** for visual formatting.

15. How can you add a text box to a slide in PowerPoint:

- **Answer: A) Insert → Text Box**

- **Explanation:**

To add a text box, go to the **Insert** tab and click on

Text Box, then click anywhere on the slide to place the box.

16. What does the "Slide Sorter" view in PowerPoint allow you to do:

- **Answer: C) Rearrange slides in the presentation**
- **Explanation:**
Slide Sorter View allows you to see all your slides as thumbnails and easily drag and drop slides to reorder them.

17. Which of the following is NOT a transition effect in PowerPoint:

- **Answer: D) Rotate**
- **Explanation:**
While **Fade**, **Wipe**, and **Spin** are valid transition effects in PowerPoint, **Rotate** is not typically used as a slide transition.

18. How can you insert a table into a PowerPoint slide:

• **Answer: A) Insert → Table**

• **Explanation:**

To insert a table, go to the **Insert** tab, then click **Table** and select the number of rows and columns you want.

19. What feature would you use to automatically advance slides after a set time:

• **Answer: A) Slide Timing**

• **Explanation:**

Slide Timing allows you to set the duration for each slide, making it automatically advance after the set time. This is helpful for creating timed presentations.

20. What is the shortcut to insert a new slide in PowerPoint:

- **Answer: B) Ctrl + M**

- **Explanation:**

Ctrl + M is the shortcut to insert a new slide. This is the same shortcut for adding a new slide in most PowerPoint presentations.