

MICROSOFT POWERPOINT

QUESTIONS

1. What is the default file extension for a PowerPoint presentation?

- A) .pptx
- B) .ppt
- C) .pps
- D) .pptx

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

- A) Home → New Slide
- B) Insert → Slide
- C) File → New
- D) View → Slide

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

- A) Home → Themes
- B) Design → Themes

- C) View → Slide Layout
- D) Insert → Design

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

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

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

- A) Normal View
- B) Slide Sorter View
- C) Notes Page View
- D) Slide Show View

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

- A) Insert → Image
- B) Insert → Picture → This Device
- C) Home → Insert Image

- D) Design → Picture

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

- A) Insert → Transitions
- B) Design → Transitions
- C) Animations → Transitions
- D) Transitions → Apply

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

- A) View all slides in a presentation
- B) Manage and customize slide animations
- C) Adjust slide timings
- D) Insert new animations

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

- A) Format → Background
- B) Design → Background Styles
- C) View → Background
- D) Insert → Background

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

- A) Ctrl + N
- B) Ctrl + M
- C) Ctrl + Shift + N
- D) Ctrl + S

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

- A) Insert → Hyperlink
- B) Home → Link
- C) Design → Hyperlink
- D) View → Hyperlink

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

- A) To show the slide to the audience
- B) To view the presentation on the computer screen while presenting
- C) To add speaker notes
- D) To view and edit all slides

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

- A) Click the slide → Format → Duration
- B) Transitions → Duration
- C) Animations → Duration
- D) View → Timing

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

- A) Animations → Animation Painter
- B) Slide Show → Apply Effect
- C) Home → Apply Animation
- D) Design → Animation Effects

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

- A) Insert → Text Box
- B) Home → Text Box
- C) Design → Text Box
- D) View → Text Box

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

- A) Edit text in slides
- B) Add new slides
- C) Rearrange slides in the presentation
- D) Preview the entire presentation

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

- A) Fade
- B) Wipe
- C) Spin
- D) Rotate

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

- A) Insert → Table
- B) Home → Table
- C) Design → Table
- D) View → Table

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

- A) Slide Timing
- B) Slide Transition
- C) Set Slide Duration
- D) Auto Slide

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

- A) Ctrl + D
- B) Ctrl + M
- C) Ctrl + Shift + N
- D) Ctrl + T

