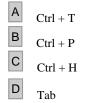
computer knowledge-microsoft power point mcg questions-paper1

What is Power Point?

Α Microsoft PowerPoint is a professional tool for making presentations В Microsoft PowerPoint is a professional tool for making resume С Microsoft PowerPoint is a professional tool for connecting power to devices D None of the above

Answer : A

How to select one hyperlink after another during a slide presentation ?



Answer : D

Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

Α	Design Template
В	Font Color
С	Object Color
D	Color Scheme

Answer : D

Special effects used to introduce slides in a presentation are known as ?

A	Animations
В	Transitions
С	Effects
D	None of the above

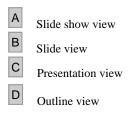
Answer : B

What are the three options available in Insert >> Picture menu?

- Α
- Clipart, Pictures, Shapes В Clipart, From File, Shapes
- С Clipart, From Files, AutoShapes
- D Clipart, Pictures, AutoShapes

Answer : C

Which of the following is not one of PowerPoint view ?



Answer : D

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What happens if you edited an image inserted in PowerPoint?

Α	The original file that was inserted is not changed
в	The original file that was inserted is changed
С	The original file is changed when you save presentation
D	None of above

Answer : A

Which PowerPoint view works best for adding slide transitions ?

- A Slide show viewB Slide sorter view
- B Slide sorter viewC Slide view
- Slide view
- D Notes view

Answer : B

In a slide, what are the steps to insert a hyperlink ?

- A Press Ctrl + K
- B Choose Insert >> Hyperlink
- C Hyperlinks can't be inserted in slides
- D Both A & B

Answer : D

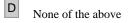
What are the steps to insert slide numbers?

- A Insert a text box and select Insert >> Page Number
- B Choose Insert >> Slide Number
- C Insert a new text box and select Insert >> slide Number
- D Insert a textbox and select Insert >> Number >> PageNumber

Answer : C

To access Picture, Test Box, Chart etc. which menu you have to select ?

A Insert B View C Edit



Answer : A

To create another copy of a slide, what is the best way...?

Α	Click the slide then press Ctrl+A and paste in new slide
в	Redo everything on a new slide that you had done on previous slide
С	From Insert Menu choose Duplicate Slide
D	None of above

Answer : C

What is a trigger, in context of animations ?

А В

D

An object to be inserted in the presentation

- An action button that advances to the next slide
- С The name of a motion path

An item on the slide that performs an action when clicked

Answer : D

From where can we set the timing for each object ?

Α slide show, custom animation В view, slide sorter С

- slide show, custom transition
- D Slide show, Slide transition

Answer : A

How we can create a uniform appearance by adding a background image to all slides ?

- А
- By editing last slide
- В Use the autocorrect wizard
- С Create a template
- D Edit the slide master

Answer : D

When you open a presentation which tab is not available on left panel?

А Slides В Outline С Notes D All of above

Answer : C

What is a motion path?

- А A type of animation entrance effect В A method of advancing slides
- С A method of moving items on a slide
- D All of the above

Answer : C

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To exit the PowerPoint

Α	Click the application minimize button
в	Click the document close button
С	Double click the applications control menu icon
D	Double click the document control menu icon

Answer : C

In a slide layout, which of the following section does not exist ?

A Animation Section Animation Section.
Lists Section
Titles Section
Chart Section
Answer : A
Which view in Power Point can be used to enter Speaker Comments ?



- в Notes Page view
- С Slide Sorter
- D Normal

Answer : B