

computer knowledge-microsoft power point mcq questions-paper1

What is Power Point?

- ☐ A Microsoft PowerPoint is a professional tool for making presentations
- ☐ B Microsoft PowerPoint is a professional tool for making resume
- ☐ C 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 ?

- ☐ A Ctrl + T
- ☐ B Ctrl + P
- ☐ C Ctrl + H
- ☐ D Tab

Answer : D

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

- ☐ A Design Template
- ☐ B Font Color
- ☐ C Object Color
- ☐ D Color Scheme

Answer : D

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

- ☐ A Animations
- ☐ B Transitions
- ☐ C Effects
- ☐ D None of the above

Answer : B

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

- ☐ A Clipart, Pictures, Shapes
- ☐ B Clipart, From File, Shapes
- ☐ C Clipart, From Files, AutoShapes
- ☐ D Clipart, Pictures, AutoShapes

Answer : C

Which of the following is not one of PowerPoint view ?

- ☐ A Slide show view
- ☐ B Slide view
- ☐ C Presentation view
- ☐ D Outline view

Answer : D

What happens if you edited an image inserted in PowerPoint?

- ☐ A The original file that was inserted is not changed
- ☐ B The original file that was inserted is changed
- ☐ C 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 view
- ☐ B Slide sorter view
- ☐ C 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, Text Box, Chart etc. which menu you have to select ?

- ☐ A Insert
- ☐ B View
- ☐ C Edit

☐ D None of the above

Answer : A

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

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

Answer : C

What is a trigger, in context of animations ?

- ☐ A An object to be inserted in the presentation
- ☐ B An action button that advances to the next slide
- ☐ C The name of a motion path
- ☐ D An item on the slide that performs an action when clicked

Answer : D

From where can we set the timing for each object ?

- ☐ A slide show, custom animation
- ☐ B view, slide sorter
- ☐ C 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 ?

- ☐ A By editing last slide
- ☐ B Use the autocorrect wizard
- ☐ C Create a template
- ☐ D Edit the slide master

Answer : D

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

- ☐ A Slides
- ☐ B Outline
- ☐ C Notes
- ☐ D All of above

Answer : C

What is a motion path?

- ☐ A A type of animation entrance effect
- ☐ B A method of advancing slides
- ☐ C A method of moving items on a slide
- ☐ D All of the above

Answer : C

To exit the PowerPoint

- ☐ A Click the application minimize button
- ☐ B Click the document close button
- ☐ C 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
- ☐ B Lists Section
- ☐ C Titles Section
- ☐ D Chart Section

Answer : A

Which view in Power Point can be used to enter Speaker Comments ?

- ☐ A Slide Show
- ☐ B Notes Page view
- ☐ C Slide Sorter
- ☐ D Normal

Answer : B