



spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



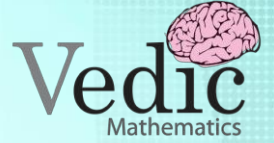
SpardhaGuru



Spardha.guru



www.spardha.guru



1) In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

- a) Blueprints
- b) Placeholders
- c) Templates
- d) Design Plates

2) The Handout Master consists of placeholders for all of these except the:

- a) title
- b) slide number
- c) header
- d) footer

3) Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

- a) Animations
- b) Chart Wizard
- c) Transition Wizard
- d) AutoContent Wizard

4) The File that consists of readymade styles that we can easily use for our presentation is known as:

- a) Pre formatting
- b) Template
- c) Wizard
- d) AutoStyle

5) What is the max Zoom percentage in MS PowerPoint?

- a) 400%
- b) 300%
- c) 200%
- d) 100%

6) A PowerPoint design template is stored in any file with _____ extensions.

- a) .pot
- b) .ptt
- c) .dtp
- d) .ppt

7) Which of these options in PowerPoint would allow us to carry any set of slides from a given computer to another one?

- a) Web and Go
- b) Pack and Go
- c) Save and Go
- d) Save As

8) Which of these is a type of sound file?

- a) DAT files
- b) LOG files
- c) DRV files
- d) WAV files

9) In the current presentation, if we want to insert a new slide, we can choose which of these?

- a) Ctrl + F
- b) Ctrl + O
- c) Ctrl + M
- d) Ctrl + N

10) Which of these terms do we use when an image in a clip art changes the direction that it was originally facing?

- a) Mirror
- b) Rotate
- c) Flip
- d) Group

11) Which of these refers to the PowerPoint view used for displaying only the text (title and bullets)?

- a) Slide sorter show
- b) Slide view
- c) Outline view
- d) Notes page view

12) Which toolbar provides various options in different master views?

- a) Standard toolbar
- b) Formatting toolbar
- c) Drawing toolbar
- d) Common tasks toolbar





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



SpardhaGuru



Spardha.guru



www.spardha.guru



13) We can find any and every command on the:

- a) Menu bar
- b) Standard toolbar
- c) Formatting toolbar
- d) Drawing toolbar

14) Which of these features should one use when we want to type in the text box for notes?

- a) Insert
- b) Slide shows
- c) Zoom
- d) Slide master

15) Which of these is the page setup orientation by default of the slides in PowerPoint?

- a) Landscape
- b) Portrait
- c) Vertical
- d) None of the above

16) From which of these menus can we access a Text Box, Picture, Chart etc.?

- a) View
- b) Insert
- c) Edit
- d) File

17) Which of these font effects is NOT available in the PowerPoint Font dialogue box?

- a) Shadow
- b) Underline
- c) Strikethrough
- d) Emboss

18) Which of these sections does a slide layout NOT have?

- a) Lists
- b) Animations
- c) Titles
- d) Charts

19) What do we use if we want to add texts in a given slide?

- a) Comment Box
- b) Text Layer
- c) Note Box
- d) Text Box

20) Which types of templates provides all the users with a design concept, colour scheme, and fonts for presentation?

- a) Content
- b) Format
- c) Normal
- d) Design

21) Microsoft PowerPoint is a ____ program.

- a) Graphics
- b) Presentation
- c) Data Analysis
- d) All of the above

22) The powerPoint program was created by ____.

- a) Thomas and John Knoll
- b) Charles Simonyi
- c) Jerry Yang and David Filo
- d) Robert Gaskins and Dennis Austin

23) In Windows operating systems, PowerPoint was offered in ____.

- a) 1989
- b) 1990
- c) 1991
- d) 1992

24) What is the default filename of a PowerPoint file?

- a) Presentation
- b) Mypresentation
- c) Presentation1
- d) Default

25) What is the file extension of PowerPoint file?

- a) Powerpoint





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



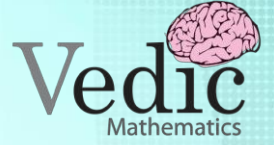
SpardhaGuru



Spardha.guru



www.spardha.guru



- b) Powerpnt
- c) Ppnt
- d) Pptx

26) Which command is used to open PowerPoint directly (if installed) from the RUN dialog box in Windows operating systems?

- a) Powerpoint
- b) Powerpnt
- c) Ppt
- d) Pptx

27) What is the shortcut key to insert a new slide in PowerPoint?

- a) Ctrl + N
- b) Ctrl + M
- c) Shift + N
- d) Alt + M

28) What is the shortcut key to delete the current slide in PowerPoint?

- a) Delete
- b) Backspace
- c) Insert
- d) Both A and B

29) Which option is used to reset the position, size, and formatting of the slide placeholders to their default settings?

- a) Restore
- b) Default Formatting
- c) Reset
- d) Default Template

30) A PowerPoint ____ is a pattern or blueprint of a slide or group of slides.

- a) Presentation
- b) Style
- c) Theme
- d) Template

31) A PowerPoint template is saved as ____ file.

- a) pptx

- b) potx
- c) pstx
- d) temx

32) The shortcut key to close PowerPoint?

- a) Ctrl + Q
- b) F4
- c) Ctrl + Delete
- d) All of the above

33) The shortcut key to open the Transitions tab and add transitions between slides.?

- a) Ctrl + K
- b) Ctrl + T
- c) Alt + K
- d) Alt + T

34) What is used to insert text on the currently selected slide?

- a) WordArt
- b) Comment Box
- c) Text Box
- d) Rich Text Box

35) Under which Menu, the options for draw/insert Text Box, picture, charts are available?

- a) Home
- b) Insert
- c) Draw
- d) All of the above

36) What is the keyboard shortcut to start the slideshow of a PowerPoint presentation?

- a) F5
- b) Ctrl + F5
- c) F12
- d) Ctrl + F12

37) What is the keyboard shortcut to stop the slideshow of a PowerPoint presentation?

- a) Alt + F4
- b) Esc
- c) F5





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



SpardhaGuru



Spardha.guru



www.spardha.guru



d) Alt + F5

38) Can we insert a video into a PowerPoint presentation?

- a) Yes
- b) No

39) Can we create a PowerPoint presentation into a video?

- a) Yes
- b) No

40) Correct steps to protect a PowerPoint presentation with a password?

- a) Tools -> Protect Presentation -> Encrypt with password
- b) File -> Info -> Protect Presentation -> Encrypt with password
- c) File -> More Options -> Protect Presentation -> Encrypt with password
- d) All of the above

41) Live presentation feature was added from which Microsoft PowerPoint version?

- a) MS PowerPoint 2019
- b) MS PowerPoint 2017
- c) MS PowerPoint 2015
- d) MS PowerPoint 2013

42) What is the keyboard shortcut to start the slideshow from the current slide of a PowerPoint presentation?

- a) F5
- b) Ctrl + F5
- c) Shift + F5
- d) Ctrl + F12

43) From which menu and option, we can start/play the slideshow of a PowerPoint presentation?

- a) Slide Show > From Current Slide
- b) Slide Show > Set Up Slide Show
- c) Play > From Current Slide

d) View > Play Now

44) Which option/feature is used to convert handwritten mathematical expressions to text?

- a) Handwritten to Text
- b) Writing to Text
- c) Pen to Text
- d) Ink to Text

45) Which option/feature is used to convert ink drawings to shapes?

- a) Handwritten to Shape
- b) Ink Drawing to Shape
- c) Ink to Shape
- d) None of the above

46) Is it possible to record the computer screen and insert it into a slide in PowerPoint?

- a) Yes
- b) No

47) The Screen Recording option is available in the _____ menu.

- a) Home
- b) Insert
- c) Design
- d) Both B and D

48) _____ controls the look of your entire presentation such as fonts, colors, logos, designs, etc.

- a) Slide Master View
- b) Handout Master View
- c) Notes Master View
- d) None of the above

49) _____ is used to customize how your presentation will look as a printed handout.

- a) Slide Master View
- b) Handout Master View
- c) Notes Master View
- d) None of the above





spardhaguru2022



Spardhaguru Current affairs



Spardhaguru1



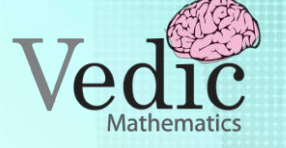
SpardhaGuru



Spardha.guru



www.spardha.guru



50) ___ is used to customize how your presentation will look when printed out with your notes.

- a) Slide Master View
- b) Handout Master View
- c) Notes Mater View
- d) None of the above

