

Name of the Bundle	Office Productivity Bundle V3	Subject	MS - PowerPoint
Торіс	Creating Presentation	Last updated on	12 August 2024

- 1. How do you add a new slide to a presentation?
 - a. Press the "Delete" key
 - b. Click the "New Slide" button in the toolbar
 - c. Select "Save As"
 - d. Close the application

Ans: b. Click the "New Slide" button in the toolbar

Explanation: You add a new slide by clicking the "New Slide" button, usually found in the toolbar or menu.

- 2. What shortcut key is commonly used to add a new slide?
 - a. Ctrl + N
 - b. Ctrl + S
 - c. Ctrl + M
 - d. Ctrl + P

Ans: c. Ctrl + M

Explanation: Ctrl + M is commonly used to add a new slide in many presentation software applications.

- 3. Where can you typically find the "New Slide" option?
 - a. Under the "File" menu
 - b. In the "Home" tab
 - c. In the "View" tab
 - d. In the "Help" tab

Ans: b. In the "Home" tab

Explanation: The "New Slide" option is usually found under the "Home" tab in presentation software.



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4. What does the "Duplicate Slide" option do?

- a. Deletes the current slide
- b. Creates a copy of the current slide
- c. Moves the slide to a different position
- d. Adds a new slide with a different layout

Ans: b. In Creates a copy of the current slide

Explanation: The "Duplicate Slide" option creates a copy of the current slide.

- 5. If you need a slide with a specific layout, which option should you choose?
 - a. "Delete Slide"
 - b. "New Slide"
 - c. "Change Layout"
 - d. "Insert Slide"

Ans: c. Change Layout

Explanation: To choose a specific layout, you should select the "Change Layout" option.

- 6. How do you add text to a text box on a slide?
- a. Click inside the text box and start typing
- b. Click outside the text box
- c. Press the "Delete" key
- d. Click on the "Slide Layout" button

Ans: a. Click inside the text box and start typing

Explanation: Click inside the text box and begin typing to add text.



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- 7. What happens if you click outside a text box while editing?
 - a. The text is deleted
 - b. The text box is deleted
 - c. Editing stops and text is saved
 - d. A new text box is created

Ans: c. Editing stops and text is saved

Explanation: Clicking outside the text box stops editing and saves the text.

- 8. Which option allows you to format text inside a text box?
 - a. "Insert"
 - b. "Design"
 - c. "Format"
 - d. "View"

Ans: c. Format

Explanation: The "Format" tab or option provides tools to format text inside a text box.

- 9. What feature helps you change the font size of text in a text box?
 - a. "Slide Layout"
 - b. "Font Size" drop-down menu
 - c. "New Slide" button
 - d. "Insert Table" option

Ans: b. "Font Size" drop-down menu

Explanation: The "Font Size" drop-down menu helps you change the font size.

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10. Can you change the layout of a slide after it's been added?

- a. Yes
- b. No

Ans: a. Yes

Explanation: You can change the layout of a slide by selecting the slide, going to the "Home" tab, and clicking "Layout" to choose a different one.

- 11. What is the default text box that appears when you add a new slide?
 - a. Title and Content
 - b. Blank
 - c. Two Content
 - d. Comparison

Ans: a. Title and Content

Explanation: The "Title and Content" layout is the default for new slides, providing areas to enter the title and main content.

- 12. Can you edit the text in a placeholder text box?
 - a. Yes
 - b. No

Ans: a. Yes

Explanation: Placeholder text boxes are editable, allowing you to replace the placeholder text with your own.

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- 13. How do you format text in a text box?
 - a. Click the text box and select "Format"
 - b. Highlight the text and use the formatting options in the "Home" tab
 - c. Right-click the text and choose "Format Text"
 - d. Use the "Insert" tab

Ans: b. Highlight the text and use the formatting options in the "Home" tab

Explanation: Text formatting options like font size, colour, and style are available in the "Home" tab.

- 14. What happens if you delete the text in a text box?
 - a. The text box disappears
 - b. The text box remains empty
 - c. A new text box is added automatically
 - d. The slide layout changes

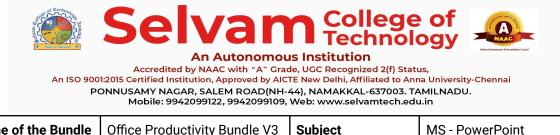
Ans: b. The text box remains empty

Explanation: If you delete the text in a text box, the box remains, allowing you to add new text later.

- 15. How do you add a new text box to a slide?
 - a. Use the "Insert" tab and select "Text Box"
 - b. Right-click the slide and select "Add Text Box"
 - c. Press Ctrl + T
 - d. Use the "Home" tab

Ans: a. Use the "Insert" tab and select "Text Box"

Explanation: The "Text Box" option under the "Insert" tab allows you to add new text boxes to a slide.



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- 16. Can you move a text box after adding it to a slide?
 - a. Yes
 - b. No

Ans: a. Yes

Explanation: Text boxes can be moved by clicking and dragging them to the desired location on the slide.

- 17. How do you resize a text box in PowerPoint?
 - a. Drag the corners of the text box
 - b. Use the "Format" tab
 - c. Right-click and select "Resize"
 - d. Double-click on the text box

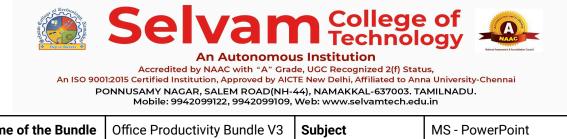
Ans: a. Drag the corners of the text box

Explanation: You can resize a text box by clicking on the corners and dragging them to adjust the size.

- 18. What happens when you press Enter inside a text box?
 - a. It creates a new line
 - b. It creates a new text box
 - c. It adds a new slide
 - d. It closes the text box

Ans: a. It creates a new line

Explanation: Pressing Enter within a text box creates a new line of text within the same box.



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19. Is it possible to rotate a text box in PowerPoint?

- a. Yes
- b. No

Ans: a. Yes

Explanation: You can rotate a text box by using the rotation handle that appears when the text box is selected.

- 20. How do you delete a slide in PowerPoint?
 - a. Press Delete on the keyboard
 - b. Use the "Home" tab and click "Delete Slide"
 - c. None of the above
 - d. Right-click on the slide and select "Delete Slide"

Ans: d. Right-click on the slide and select "Delete Slide"

Explanation: Can delete a slide by right-clicking on it and selecting "Delete Slide" from the context menu. Other methods include pressing the Delete key or using the "Delete Slide" option in the "Home" tab.

- 21. What happens to the content on a slide when you delete it?
 - a. The content is moved to another slide
 - b. The content is saved in the clipboard
 - c. The content is lost permanently
 - d. The content is automatically backed up

Ans: d. The content is lost permanently

Explanation: When you delete a slide, all content on that slide is also deleted.

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- 22. Can you undo the deletion of a slide?
 - a. No, once deleted, it's permanent
 - b. Yes, by pressing Ctrl + Z
 - c. Yes, by selecting "Restore Slide"
 - d. No, but you can recover it from the recycle bin

Ans: b. Yes, by pressing Ctrl + Z

Explanation: The deletion can be undone immediately by using the undo shortcut Ctrl + Z.

- 23. Is it possible to delete multiple slides at once?
 - a. Yes, by selecting multiple slides and then deleting
 - b. No, slides must be deleted one at a time

Ans: a. Yes, by selecting multiple slides and then deleting

Explanation: Multiple slides can be selected by holding Ctrl and clicking each slide, then pressing Delete.

- 24. What should you do before deleting a slide if you want to keep its content?
 - a. Move the content to the first slide
 - b. Save the presentation
 - c. Take a screenshot of the slide
 - d. Copy the content to another slide or document

Ans: d. Copy the content to another slide or document

Explanation: If you want to keep the content, you should copy it before deleting the slide.

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- 25. How do you rearrange slides in PowerPoint?
 - a. Click and drag the slide to the desired position

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- b. Right-click and select "Move Slide"
- c. Use the "Slide Sorter" view
- d. Both A and C

Ans: d. Both A and C

Explanation: Slides can be rearranged by clicking and dragging in the normal view or by using the "Slide Sorter" view.

- 26. Where can you find the "Slide Sorter" view option?
 - a. In the "Home" tab
 - b. Under the "View" tab
 - c. In the "Insert" tab
 - d. On the toolbar

Ans: b. Under the "View" tab

Explanation: The "Slide Sorter" view can be accessed from the "

- 27. What is the function of the "Title Slide" layout?
 - a. To introduce the presentation with a title and subtitle
 - b. To summarize key points at the end of the presentation
 - c. To add a new section header
 - d. To display an image with a caption

Ans: a. To introduce the presentation with a title and subtitle

Explanation: The "Title Slide" layout is used at the beginning of a presentation for the title and subtitle.

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28. How do you add a border to a text box?

- a. Click "Border" in the "Home" tab
- b. Use the "Format Shape" option after right-clicking
- c. Text boxes cannot have borders
- d. Use the "Insert" tab

Ans: b. Use the "Format Shape" option after right-clicking

Explanation: The "Format Shape" option allows you to add borders to text boxes.

- 29. What is the function of the "Title Only" slide layout?
 - a. To create a blank slide
 - b. To remove all content from the slide
 - c. To display a large title without content
 - d. To provide a slide with only a title placeholder

Ans: d. To provide a slide with only a title placeholder

Explanation: The "Title Only" layout provides a slide with a placeholder for the title only.

- 30. How do you insert a slide from another presentation?
 - a. Copy and paste the slide manually
 - b. Use the "Reuse Slides" option in the "Home" tab
 - c. Use the "Insert" tab
 - d. Slides cannot be imported from another presentation

Ans: b. Use the "Reuse Slides" option in the "Home" tab

Explanation: "Reuse Slides" allows importing slides from other presentations.



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- 31. What is the fastest way to create a duplicate of a slide?
 - a. Use the "Duplicate" option in the "Insert" tab
 - b. Copy and paste the slide
 - c. Right-click and choose "Duplicate Slide"
 - d. Slides cannot be duplicated

Ans: c. Right-click and choose "Duplicate Slide"

Explanation: Right-clicking and selecting "Duplicate Slide" is the quickest method.

- 32. How do you quickly add multiple slides with the same layout?
 - a. Use the "New Slide" drop-down and select the layout each time
 - b. Copy and paste the existing slide multiple times
 - c. Use the "Slide Master" to create a new layout
 - d. Use the "Slide Sorter" view to duplicate the slide

Ans: b. Copy and paste the existing slide multiple times

Explanation: Copying and pasting the slide multiple times is an efficient method to add several slides with the same layout quickly.

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33. What is the advantage of using the "Duplicate Slide" option over adding multiple new slides individually?

- a. It ensures consistent formatting and content
- b. It automatically changes the layout for each slide
- c. It reduces the total number of slides in the presentation
- d. It removes all animations from the slides

Ans: a. It ensures consistent formatting and content

Explanation: The "Duplicate Slide" option maintains the exact formatting and content of the original slide, ensuring consistency across multiple slides.

- 34. Which of the following is a common use for adding new slides?
 - a. Expanding the content of the presentation
 - b. Correcting errors on existing slides
 - c. Deleting unwanted information
 - d. Hiding sensitive content

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Ans: a. Expanding the content of the presentation

Explanation: New slides are typically added to include more content or topics in a presentation.

- 35. What is the function of the "Title Slide" layout?
 - a. To introduce the presentation with a title and subtitle
 - b. To summarize key points at the end of the presentation
 - c. To add a new section header
 - d. To display an image with a caption

Ans: a. To introduce the presentation with a title and subtitle

Explanation: The "Title Slide" layout is typically used at the beginning of a presentation to display the main title and subtitle.



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36. What is a common reason to rearrange slides in a presentation?

- a. To improve the flow of information
- b. To correct spelling errors
- c. To add new animations
- d. To change the slide background

Ans: a. To improve the flow of information

Explanation: Rearranging slides is often done to ensure the presentation flows logically and effectively communicates the intended message.

- 37. If you need to add a slide that repeats the content of a previous slide, what should you do?
 - a. Use the "Duplicate Slide" option
 - b. Manually recreate the slide
 - c. Copy and paste the content into a new slide
 - d. Use the "Reuse Slide" option

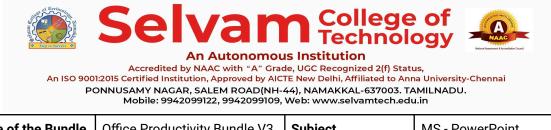
Ans: a. Use the "Duplicate Slide" option

Explanation: The "Duplicate Slide" option creates an exact copy of the selected slide, including all its content and formatting.

- 38. What happens if you try to delete the only slide in a presentation?
 - a. PowerPoint will prevent you from deleting it
 - b. The presentation will become empty
 - c. PowerPoint will automatically add a new slide
 - d. The slide will be deleted, but the presentation will close

Ans: a. PowerPoint will prevent you from deleting it

Explanation: PowerPoint does not allow the deletion of the only slide in a presentation, as a presentation must contain at least one slide.



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39. What should you do if you accidentally move a slide to the wrong position?

- a. Drag it back to its original position
- b. Use the "Undo" function
- c. Rearrange the slides again
- d. All of the above

Ans: d. All of the above

Explanation: Any of these actions can be used to correct the position of a slide that was moved by mistake.

40. Which of the following layouts is best for presenting a list of bullet points?

- a. Title and Content
- b. Two Content
- c. Section Header
- d. Title Slide

Ans: a. Title and Content

Explanation: The "Title and Content" layout is designed to accommodate a title along with bullet points or other content.

41. What is the result of using the "Reuse Slides" feature?

- a. It allows you to import slides from another presentation
- b. It duplicates the current slide
- c. It restores a previously deleted slide
- d. It adds a blank slide to the presentation

Ans: a. It allows you to import slides from another presentation

Explanation: The "Reuse Slides" feature lets you import slides from another presentation, integrating them into your current one.



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- 42. What is the purpose of the "Section Header" layout?
 - a. To introduce a new section within the presentation
 - b. To add a detailed content slide
 - c. To display an image with a title
 - d. To provide a slide with two content areas

Ans: a. To introduce a new section within the presentation

Explanation: The "Section Header" layout is used to clearly separate different sections of a presentation, often with a title and subtitle.

- 43. Which feature can help ensure that all text boxes are aligned uniformly across multiple slides?
 - a. The "Align" function in the "Format" tab
 - b. The "Gridlines" option in the "View" tab
 - c. The "Slide Master" view
 - d. All of the above

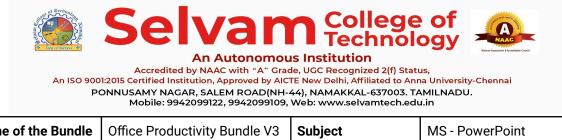
Ans: d. All of the above

Explanation: The "Align" function, "Gridlines," and "Slide Master" view can all be used to ensure consistent alignment of text boxes across slides.

- 44. What is Microsoft PowerPoint?
 - a. Spreadsheet Program
 - b. Presentation Program
 - c. Database Program
 - d. All of the above

Ans: b. Presentation Program

Explanation: PowerPoint is designed for creating and displaying presentations.



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45. What is the shortcut for adding a new slide to a presentation?

a. Ctrl + n

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- b. Ctrl + q
- c. Ctrl + s
- d. Ctrl + m

Ans: d. Ctrl + m

Explanation: Ctrl + m quickly adds a new slide to the presentation.

46. What is the default layout that appears when you add a new slide in a presentation?

- a. Two Content layout
- b. Blank layout
- c. Title layout
- d. Comparison layout

Ans: c. Title layout

Explanation: The Title layout is the default, featuring placeholders for title and subtitle.