



Name of the Bundle	Office Productivity Bundle V3	Subject	MS - PowerPoint
Topic	Creating Presentation	Last updated on	12 July 2025

**1. What is Microsoft PowerPoint used for?**

- a. Playing games
- b. Creating presentations
- c. Writing code
- d. Browsing websites

**Ans: b. Creating presentations**

**Explanation:** PowerPoint is a tool used to create effective presentations.

**2. Who developed Microsoft PowerPoint?**

- a. Apple
- b. IBM
- c. Microsoft
- d. Google

**Ans: c. Microsoft**

**Explanation:** Microsoft is the company that created PowerPoint.

**3. PowerPoint is part of which software suite?**

- a. Google Docs
- b. OpenOffice
- c. Microsoft Office
- d. WPS Office

**Ans: c. Microsoft Office**

**Explanation:** PowerPoint is included in Microsoft Office along with Word and Excel.



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4. Which of the following can be shown in PowerPoint slides?

- a. Text and media only
- b. Only audio
- c. Only code
- d. Text, charts, and media

**Ans:d. Text, charts, and media**

**Explanation:** Slides can display text, tables, charts, images, and media files.

5. What option adds a new slide from the right-click menu?

- a. Add Picture
- b. New Slide
- c. Text Box
- d. Delete Slide

**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.

6. 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.

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7. 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.

8. What is the purpose of the "Add Title" box?

- a. Adding pictures
- b. Writing a heading
- c. Playing audio
- d. Changing themes

**Ans: b. Writing a heading**

**Explanation:** The title box is used to add the slide's main heading.

9. What is the "Slide Area" used for?

- a. Changing background
- b. Writing speaker notes
- c. Viewing the current slide
- d. Saving files

**Ans: c. Viewing the current slide**

**Explanation:** It shows the current working slide.



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10. 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. Creates a copy of the current slide**

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

11. 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.

12. 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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13. 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.

14. 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.

15. 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.



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16. 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.

17. 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.

18. 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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19. What mouse action helps move a slide?

- a. Click and drag
- b. Double-click
- c. Right-click only
- d. Scroll only

**Ans: a. Click and drag**

**Explanation:** Slides are moved by dragging them up or down.

20. 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.

21. 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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22. 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.

23. 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.

24. 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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25. 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.

26. 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.

27. What is meant by "Rearranging Slides"?

- a. Deleting slides
- b. Renaming slides
- c. Changing slide order
- d. Changing text font

**Ans: c. Changing slide order**

**Explanation:** It refers to changing the sequence of slides.



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28. Where can you drop the slide while moving?

- a. Anywhere on desktop
- b. Only at the end
- c. In between slides
- d. Outside the app

**Ans: c. In between slides**

**Explanation:** Slides can be dropped between others to change position.

29. What is the purpose of rearranging slides?

- a. To change file format
- b. To improve slide order
- c. To add animations
- d. To insert pictures

**Ans: b. To improve slide order**

**Explanation:** Helps create a logical flow for the presentation.

30. What media types can be added to a slide?

- a. Only video
- b. Text and links only
- c. Pictures, audio, and video
- d. Nothing

**Ans: c. Pictures, audio, and video**

**Explanation:** Multimedia content can be inserted into slides.



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31. What is a slide layout?

- a. Slide animation
- b. Slide transition
- c. Predefined structure for content
- d. Background color

**Ans: c. Predefined structure for content**

**Explanation:** Layouts define how text and media are arranged.

32. Which layout is used for introduction?

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

**Ans: a. Title Slide**

**Explanation:** The title slide is commonly used for presentation openings.

33. What is the use of a title slide?

- a. Insert image
- b. Type code
- c. Introduce presentation topic
- d. Print slide

**Ans: c. Introduce presentation topic**

**Explanation:** It presents the topic and presenter's name.

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34. 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 "

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 used at the beginning of a presentation for the title and subtitle.

36. 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.



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37. 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.

38. 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.

39. 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.



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40. 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.

41. 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.