



<b>Name of the Bundle</b>	Office Productivity Bundle V3	<b>Subject</b>	MS - PowerPoint
<b>Topic</b>	Editing Presentation	<b>Last updated on</b>	13 August 2024

1. How do you add a new slide to a presentation?

- Press the "Delete" key
- Click the "New Slide" button in the toolbar
- Select "Save As"
- 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 does the keyboard shortcut Ctrl+C do in a presentation?

- Paste content
- Cut content
- Copy content
- Undo changes

**Ans: c. Copy content**

**Explanation:** Ctrl+C are used to copy the selected content.

3. What is the purpose of the Ctrl+V shortcut in presentation software?

- Save the presentation
- Cut the selected content
- Paste the copied content
- Find content

**Ans: c. Paste the copied content**

**Explanation:** Ctrl+V are used to paste the copied content into the presentation.



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4. Which action is performed by the Ctrl+X shortcut in a presentation?

- a. Save content
- b. Cut content
- c. Paste content
- d. Copy content

**Ans: b. Cut content**

**Explanation:** Ctrl+X is used to cut the selected content, removing it from its original location.

5. How do you duplicate a slide in a presentation?

- a. Use the "Find" feature
- b. Use "Copy" and "Paste"
- c. Use "Replace" feature
- d. Use "Undo" feature

**Ans: b. Use "Copy" and "Paste"**

**Explanation:** To duplicate a slide, you copy it and then paste it.

6. What does the "Find" feature allow you to do in a presentation?

- a. Search for specific text or content
- b. Replace text with new text
- c. Save changes
- d. Delete content

**Ans: a. Search for specific text or content**

**Explanation:** The "Find" feature helps locate specific text or content in the presentation.



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7. Which feature would you use to replace one text string with another?

- a. Find
- b. Replace
- c. Undo
- d. Spell Check

**Ans: b. Replace**

**Explanation:** The "Replace" feature is used to substitute one text string with another.

8. In the "Find and Replace" dialog box, what should you enter in the "Replace with" field?

- a. The text you want to search for
- b. The text you want to replace the found text with
- c. The text to format
- d. The location to search

**Ans: b. The text you want to replace the found text with**

**Explanation:** The "Replace with" field is for entering the new text that will replace the old text.

9. What happens when you click "Replace All" in the "Find and Replace" dialog box?

- a. All instances of the searched text are replaced with the new text
- b. Only the first instance of the text is replaced
- c. All content is deleted
- d. The document is saved

**Ans: a. All instances of the searched text are replaced with the new text**

**Explanation:** "Replace All" changes every occurrence of the searched text to the new text.



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10. How can you access the Find and Replace dialog box in PowerPoint?

- Select "Replace" from the drop-down menu
- Press Ctrl + H
- Click "Find" from the Home tab
- Press Ctrl + F

**Ans: b. Press Ctrl + H**

**Explanation:** Pressing Ctrl + H opens the Find and Replace dialog box directly in PowerPoint. Alternatively, you can select "Replace" from the drop-down menu to access the same dialog box.

11. Which keyboard shortcut is used to undo the last action in a presentation?

- Ctrl+Z
- Ctrl+Y
- Ctrl+S
- Ctrl+P

**Ans: a. Ctrl+Z**

**Explanation:** Ctrl+Z are used to undo the last action performed in the presentation.

12. What does the "Redo" command do in a presentation?

- Repeats the last action
- Undoes the last action
- Saves the presentation
- Closes the presentation

**Ans: a. Repeats the last action**

**Explanation:** The "Redo" command reverses an undo action, repeating the last command.



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13. What happens if you use the "Undo" command multiple times?

- a. It undoes multiple actions sequentially
- b. It redoes multiple actions
- c. It saves the presentation
- d. It cuts the content

**Ans: a. It undoes multiple actions sequentially**

**Explanation:** Using "Undo" multiple times will reverse each previous action in the order they were performed.

14. In PowerPoint, what is the purpose of the "Redo" button compared to the "Undo" button?

- a. It cancels the last action performed
- b. It repeats the last action that was undone
- c. It saves the current document
- d. It creates a new presentation

**Ans: b. It repeats the last action that was undone**

**Explanation:** The "Redo" button restores an action that was previously undone by the "Undo" button, effectively reapplying the action that was undone.

15. What is the purpose of the Spell Check feature in a presentation?

- a. To find and replace text
- b. To correct spelling errors
- c. To copy and paste content
- d. To format text

**Ans: b. To correct spelling errors**

**Explanation:** Spell Check identifies and corrects spelling mistakes in the presentation.



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16. Which shortcut key typically opens the Spell Check dialog box in most presentation software?

- a. F7
- b. Ctrl+P
- c. Ctrl+Z
- d. Ctrl+F

**Ans: a. F7**

**Explanation:** Pressing F7 usually opens the Spell Check feature in presentation software.

17. What does the Spell Check feature do when it encounters a word not found in its dictionary?

- a. Highlights the word and suggests corrections
- b. Deletes the word
- c. Replaces the word with a default term
- d. Ignores the word without any notification

**Ans: a. Highlights the word and suggests corrections**

**Explanation:** The Spell Check feature highlights unknown words and offers suggested corrections.

18. How can you add a word to the dictionary during Spell Check?

- a. By choosing "Ignore" option
- b. By selecting "Add to Dictionary"
- c. By replacing it with a different word
- d. By deleting the word

**Ans: b. By selecting "Add to Dictionary"**

**Explanation:** You can add a word to the dictionary by selecting the "Add to Dictionary" option.



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19. What is the purpose of the "Ignore All" button?

- a. To ignore all instances of a word for the current session
- b. To replace all instances of a word
- c. To delete all instances of a word
- d. To save all changes

**Ans: a. To ignore all instances of a word for the current session**

**Explanation:** The "Ignore All" button skips all occurrences of the flagged word during the current Spell Check session.

20. What does the "Cut" command do in a presentation?

- a. Copies selected content to the clipboard
- b. Moves selected content to the clipboard and removes it from its original location
- c. Pastes content from the clipboard
- d. Saves the presentation

**Ans: b. Moves selected content to the clipboard and removes it from its original location**

**Explanation:** The "Cut" command removes the selected content from its original location and places it on the clipboard.

21. What does the "Paste" option do when copying content?

- a. Deletes the content
- b. Moves the content to a new location
- c. Inserts the copied content into the new location
- d. Saves the content to a file

**Ans: c. Inserts the copied content into the new location**

**Explanation:** The "Paste" option inserts the content copied to the clipboard into the new location.



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22. Which action would you take to revert a recent change if the "Undo" feature was used already?

- a. Use "Redo"
- b. Use "Cut"
- c. Use "Copy"
- d. Use "Paste"

**Ans: a. Use "Redo"**

**Explanation:** The "Redo" feature can reapply an action that was previously undone.

23. How can you ensure that text is spelled correctly before presenting?

- a. Use the Find feature
- b. Use the Spell Check feature
- c. Use the Replace feature
- d. Use the Cut feature

**Ans: b. Use the Spell Check feature**

**Explanation:** The Spell Check feature helps ensure that all text is spelled correctly before finalizing the presentation.

24. What should you do if you want to replace a single occurrence of a term but not all occurrences?

- a. Use "Replace All"
- b. Use "Find Next" and then "Replace"
- c. Use "Undo"
- d. Use "Cut" and "Paste"

**Ans: b. Use "Find Next" and then "Replace"**

**Explanation:** Use "Find Next" to locate the specific occurrence and then choose "Replace" to change only that instance.





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25. What does the "Spell Check" feature not do?

- Identify misspelled words
- Suggest corrections for misspelled words
- Format text
- Ignore certain words

**Ans: c. Format text**

**Explanation:** Spell Check identifies spelling errors and suggests corrections but does not format text.

26. What does the "Cut" command do to selected content?

- Copies the content to the clipboard
- Deletes the content from the presentation
- Moves the content to the clipboard and removes it from the original location
- Formats the content

**Ans: c. Moves the content to the clipboard and removes it from the original location**

**Explanation:** "Cut" removes the selected content from its current location and places it on the clipboard.

27. Which feature allows you to adjust or change the formatting of copied content before pasting it?

- Paste Special
- Find
- Replace
- Undo

**Ans: a. Paste Special**

**Explanation:** "Paste Special" lets you choose how to paste copied content, including formatting options.



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28. What action does the "Undo" button perform in most presentation software?

- a. Repeats the last action
- b. Reverses the last action
- c. Saves the current state
- d. Deletes the last action

**Ans: b. Reverses the last action**

**Explanation:** The "Undo" button reverses the most recent action performed.

29. What is the typical function of the "Find Next" button?

- a. Find the next occurrence of the search term
- b. Replaces the current occurrence of the search term
- c. Deletes the search term
- d. Saves the document

**Ans: a. Find the next occurrence of the search term**

**Explanation:** "Find Next" helps locate the subsequent instance of the search term.

30. To change the font of selected text in PowerPoint, which of the following steps is correct?

- a. Click the "Font list arrow" and choose a new font
- b. Press Ctrl + F
- c. Right-click the text and select "Change Font"
- d. Use the "Font Size" dropdown menu

**Ans: a. Click the "Font list arrow" and choose a new font**

**Explanation:** To change the font of selected text, you should click the "Font list arrow" in the "Home" tab and select the desired font from the drop-down menu.



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31. How can you quickly access the "Find and Replace" dialog box in most presentation software?

- a. Press Ctrl+F
- b. Press Ctrl+Z
- c. Press Ctrl+C
- d. Press Ctrl+P

**Ans: a. Press Ctrl+F**

**Explanation:** Ctrl+F opens the "Find and Replace" dialog box, allowing you to search and replace text.

32. Which "Paste Option" should you use if you want the pasted content to retain the original formatting from the source?

- a. Destination Theme
- b. Keep Source Formatting
- c. Picture
- d. Keep Text Only

**Ans: b. Keep Source Formatting**

**Explanation:** The "Keep Source Formatting" option ensures that the pasted content retains the original formatting from the source.

33. What does "Destination Theme" do when pasting content in PowerPoint?

- a. Keeps the original formatting
- b. Pastes as an image
- c. Matches the destination theme
- d. Pastes as plain text

**Ans: c. Matches the destination theme**

**Explanation:** The "Destination Theme" option makes the pasted content match the theme of the slide where it's being pasted.



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34. What does the "Keep Text Only" paste option do in PowerPoint?

- a. Pastes text along with its original formatting
- b. Pastes text as an image
- c. Pastes only the text without any formatting
- d. Pastes text into a new slide

**Ans: c. Pastes only the text without any formatting**

**Explanation:** The "Keep Text Only" option pastes just the text, removing any formatting from the original content.

35. What happens when the "Undo" button is clicked in the Quick Access Toolbar?

- a. A list of actions to undo can be selected
- b. Actions can be redone
- c. The presentation is saved
- d. The slide layout is changed

**Ans: a. A list of actions to undo can be selected**

**Explanation:** Clicking the "Undo" button provides a list of actions that can be selected to undo.

36. Which of the following is the shortcut key for checking the spelling in PowerPoint?

- a. F5
- b. F7
- c. F6
- d. F3

**Ans: b. F7**

**Explanation:** The shortcut key for checking spelling in PowerPoint is F7. Press it to start the spell-check feature.