



Name of the Bundle	Office Productivity Bundle V3	Subject	MS - PowerPoint
Topic	Formatting Presentation	Last updated on	13 August 2024

1. What tab do you use to change the font type in PowerPoint?
 - a. Home
 - b. Insert
 - c. Design
 - d. Transitions

Ans: a. Home

Explanation: The "Home" tab contains the options to change the font type.

2. Which button changes the font style to italic?
 - a. Ctrl + I
 - b. Ctrl + B
 - c. Ctrl + U
 - d. Ctrl + E

Ans: a. Ctrl + I

Explanation: Ctrl + I apply italic formatting to selected text.

3. How do you apply a font effect like shadow?
 - a. Use the "Format" tab
 - b. Use the "Home" tab
 - c. Use the "Slide Master" view
 - d. Use the "Transitions" tab

Ans: a. Use the "Format" tab

Explanation: The "Format" tab provides advanced font effects like shadow.



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4. What does the "Clear Formatting" button do?

- a. Removes all formatting from selected text
- b. Changes the font type
- c. Changes the font color
- d. Adds a new font style

Ans: a. Removes all formatting from selected text

Explanation: The "Clear Formatting" button resets text to default settings.

5. What is the shortcut key for changing the font to bold?

- a. Ctrl + B
- b. Ctrl + I
- c. Ctrl + U
- d. Ctrl + E

Ans: a. Ctrl + B

Explanation: Ctrl + B applies bold formatting.

6. How do you change the font of all text in a slide?

- a. Select the text and change the font in the "Home" tab
- b. Change the font in the "Slide Master" view
- c. Use the "Format Painter" tool
- d. Apply a new design template

Ans: b. Change the font in the "Slide Master" view

Explanation: Changing the font in the "Slide Master" view updates all text in the slide.



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7. Which of the following shortcut keys is used for help in PowerPoint?

- a. F1
- b. F2
- c. F3
- d. F4

Ans: a. F1

Explanation: Pressing F1 opens the Help pane in PowerPoint, providing access to help topics and support.

8. Which shortcut key is used to underline selected text?

- a. Ctrl + U
- b. Ctrl + B
- c. Ctrl + I
- d. Ctrl + E

Ans: a. Ctrl + U

Explanation: Ctrl + U applies underline formatting to text.

9. Which button is used to apply a text effect such as shadow or glow?

- a. "Text Effects" button on the "Home" tab
- b. "Slide Layout" button
- c. "Transitions" button
- d. "Design" button

Ans: a. "Text Effects" button on the "Home" tab

Explanation: "Text Effects" on the "Home" tab applies additional styles to text.



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10. How do you add a border around text?

- Use the "Text Box" options in the "Format" tab
- Use the "Shape Outline" button in the "Format" tab
- Use the "Borders" button in the "Design" tab
- Use the "Line Spacing" options

Ans: a. Use the "Text Box" options in the "Format" tab

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

11. What is the effect of applying the "Shadow" text effect?

- Adds a shadow behind the text
- Changes the text color
- Applies a gradient fill
- Adds an outline around the text

Ans: a. Adds a shadow behind the text

Explanation: The "Shadow" effect places a shadow behind the text.

12. What is the shortcut key to change text to uppercase?

- Ctrl + Shift + U
- Ctrl + Shift + L
- Ctrl + U
- Ctrl + A

Ans: a. Ctrl + Shift + U

Explanation: Ctrl + Shift + U converts selected text to uppercase.



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13. Which option changes selected text to lowercase?

- a. Title Case" in the "Change Case" menu
- b. "Uppercase" in the "Change Case" menu
- c. "Lowercase" in the "Change Case" menu"
- d. "Sentence case" in the "Change Case" menu

Ans: c. "Lowercase" in the "Change Case" menu"

Explanation: "Lowercase" converts text to lowercase.

14. Which text case option capitalizes the first letter of each sentence?

- a. Lowercase
- b. Title case
- c. Uppercase
- d. Sentence case

Ans: d. Sentence case

Explanation: "Sentence case" capitalizes the first letter of each sentence.

15. Which option is used to revert text to its original case?

- a. Undo the last change
- b. Reapply the original text formatting
- c. Manually reformat the text
- d. Copy and paste the text

Ans: a. Undo the last change

Explanation: The "Undo" function reverts the most recent change, including text case changes.



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16. Which of the following changes text to all uppercase letters?

- a. Lowercase
- b. Sentence case
- c. Uppercase
- d. Capitalize Each Word

Ans: c. Uppercase

Explanation: The 'Uppercase' option converts all text to capital letters.

17. Which text case is most appropriate for formal letters?

- a. Uppercase
- b. Lowercase
- c. Capitalize Each Word
- d. Sentence case

Ans: d. Sentence case

Explanation: 'Sentence case' is formal and typically used in professional documents.

18. Which menu in most text editors allows you to change the font size?

- a. File Menu
- b. Edit Menu
- c. Format Menu
- d. View Menu

Ans: c. Format Menu

Explanation: The 'Format' menu typically includes options for text size adjustments.



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19. Which of the following is a common unit of measurement for font size?

- a. Pixels
- b. Inches
- c. Points
- d. Centimeters

Ans: c. Points

Explanation: Font size is usually measured in points (pt) in most text editors.

20. What is the default color of text in a new PowerPoint slide?

- a. Red
- b. Blue
- c. Black
- d. Green

Ans: c. Black

Explanation: By default, text in a new PowerPoint slide is typically black.

21. To apply a custom color to text, which option should you use?

- a. Theme Colors
- b. Standard Colors
- c. More Colors
- d. Recent Colors

Ans: c. More Colors

Explanation: The More Colors option allows you to create and apply a custom color.



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22. Which option is used to remove text color formatting?

- a. Clear All Formatting
- b. Reapply Theme Colors
- c. Reset Slide
- d. Undo

Ans: a. Clear All Formatting

Explanation: Clear All Formatting removes any custom formatting, including text color.

23. Which alignment option is used to align text along the left margin?

- a. Left Align
- b. Center Align
- c. Right Align
- d. Justify

Ans: a. Left Align

Explanation: Left Align aligns text to the left margin of the text box.

24. What does the Justify alignment option do?

- a. Aligns text to both the left and right margins
- b. Centers text within the text box
- c. Aligns text to the center of the slide
- d. Aligns text to the bottom of the text box

Ans: a. Aligns text to both the left and right margins

Explanation: The Justify option aligns text to both the left and right margins, creating a straight edge on both sides.



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25. What alignment option is best for creating a newsletter layout?

- a. Justify
- b. Center Align
- c. Left Align
- d. Right Align

Ans: a. Justify

Explanation: Justify is ideal for creating a neat and aligned newsletter layout.

26. How can you quickly align text to the right of a text box?

- a. Use the Right Align button
- b. Use the Left Align button
- c. Use the Center Align button
- d. Use the Justify button

Ans: a. Use the Right Align button

Explanation: The Right Align button aligns text to the right edge of the text box.

27. Which text alignment option is suitable for a bulleted list?

- a. Right Align
- b. Center Align
- c. Left Align
- d. Justify

Ans: c. Left Align

Explanation: Left Align is commonly used for bulleted lists to keep them organized and readable.



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28. To align text to the top of a text box, which option should you use?

- a. Top Align
- b. Bottom Align
- c. Middle Align
- d. Justify

Ans: a. Top Align

Explanation: Top Align aligns text to the top edge of the text box.

29. Where can you find the indent options for a paragraph?

- a. In the Insert tab
- b. In the Design tab
- c. In the View tab
- d. On the Home tab in the Paragraph group

Ans: d. On the Home tab in the Paragraph group

Explanation: The indent options are located in the Paragraph group on the Home tab.

30. What does the "Left Indent" setting do?

- a. Moves the entire paragraph to the right
- b. Moves the first line to the right
- c. Moves the entire paragraph to the left
- d. Changes the text color

Ans: a. Moves the entire paragraph to the right

Explanation: The Left Indent setting moves the entire paragraph to the right from the left margin.



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31. Which setting allows you to move only the first line of a paragraph?

- a. Right Indent
- b. Left Indent
- c. First Line Indent
- d. Hanging Indent

Ans: c. First Line Indent

Explanation: The First Line Indent moves only the first line of a paragraph.

32. To quickly apply a standard indent, which option should you use?

- a. Decrease Indent button
- b. Increase Indent button
- c. Paragraph dialog box
- d. Slide Layout

Ans: b. Increase Indent button

Explanation: The Increase Indent button quickly applies a standard indent to the selected paragraph.

33. Where can you adjust line spacing in PowerPoint?

- a. Home tab
- b. Insert tab
- c. Design tab
- d. View tab

Ans: a. Home tab

Explanation: Line spacing options are found in the Home tab under the Paragraph group.



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34. What is the default line spacing setting in PowerPoint?

- a. 1.0
- b. 1.15
- c. 1.5
- d. 2.0

Ans: b. 1.15

Explanation: The default line spacing setting is typically 1.15

35. Which line spacing option provides the most space between lines?

- a. Single Spacing
- b. Double Spacing
- c. 1.5 Spacing
- d. 1.0 Spacing

Ans: b. Double Spacing

Explanation: Double Spacing provides the most space between lines of text.

36. Which line spacing option adjusts spacing to fit the content automatically?

- a. At Least
- b. Exactly
- c. Multiple
- d. Single

Ans: a. At Least

Explanation: The "At Least" option adjusts the spacing to fit the content, allowing more space if needed.



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37. Which option helps improve readability by adding space between lines?

- a. Increased Line Spacing
- b. Decreased Line Spacing
- c. Text Direction
- d. Font Style

Ans: a. Increased Line Spacing

Explanation: Increased Line Spacing improves readability by adding more space between lines.

38. What effect does reducing line spacing have on text?

- a. Text appears more spaced out
- b. Text becomes bold
- c. Text becomes italicized
- d. Text appears more compact

Ans: a. Text appears more compact

Explanation: Reducing line spacing makes text appear more compact.

39. Which option allows you to add a border to a text box?

- a. Shape Outline
- b. Shape Fill
- c. Text Fill
- d. Text Outline

Ans: a. Shape Outline

Explanation: The Shape Outline option allows you to add and customize borders for a text box.



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40. Which feature allows you to add a shadow effect to a shape?

- a. Shape Outline
- b. Shape Fill
- c. Shape Effects
- d. Text Effects

Ans: c. Shape Effects

Explanation: Shape Effects, found in the Format tab, allow you to add shadow effects to a shape.

41. What does the "No Outline" option do?

- a. Adds a border to a shape
- b. Changes the color of the border
- c. Removes the border from a shape
- d. Changes the fill color of a shape

Ans: c. Removes the border from a shape

Explanation: The "No Outline" option removes the border from a shape.

42. Which option allows you to change the color of a shape's border?

- a. Shape Fill Color
- b. Shape Effects Color
- c. Text Fill Color
- d. Shape Outline Color

Ans: d. Shape Outline Color

Explanation: The Shape Outline Color option allows you to change the color of a shape's border.



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43. Which option is best for applying a consistent border style across multiple shapes?

- a. Use the Shape Effects
- b. Use the Shape Fill
- c. Use the Format Painter
- d. Use the Slide Master

Ans: c. Use the Format Painter

Explanation: The Format Painter allows you to copy the border style from one shape to others.

44. To change the font style of text, which option should you use?

- a. Font drop-down menu
- b. Line Spacing button
- c. Shape Fill option
- d. Text Direction button

Ans: a. Font drop-down menu

Explanation: The Font drop-down menu allows you to change the font style of the selected text.

45. What does the "Font Color" button do?

- a. Changes the color of the text
- b. Changes the font size
- c. Changes the text alignment
- d. Changes the line spacing

Ans: a. Changes the color of the text

Explanation: The Font Color button allows you to change the color of the selected text.



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46. To apply a style to text that includes font size, color, and effects, which feature should you use?

- a. Font Size
- b. Text Styles
- c. Text Direction
- d. Shape Fill

Ans: b. Text Styles

Explanation: Text Styles apply a predefined set of formatting options, including font size, color, and effects.

47. Which Paste Option retains the formatting from the source document?

- a. Keep Source Formatting
- b. Use Destination Theme
- c. Paste as Text
- d. Paste as Picture

Ans: a. Keep Source Formatting

Explanation: Keep Source Formatting retains the original formatting from the source document.

48. Which Paste Option is best for pasting content as an image?

- a. Keep Source Formatting
- b. Use Destination Theme
- c. Paste as Text
- d. Paste as Picture

Ans: d. Paste as Picture

Explanation: Paste as Picture pastes the content as an image, preserving the appearance but not the editable text.



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49. Which Paste Option is useful for maintaining consistent formatting across a presentation?

- a. Keep Source Formatting
- b. Paste as Picture
- c. Paste as Text
- d. Use Destination Theme

Ans: d. Use Destination Theme

Explanation: Use Destination Theme ensures that the pasted content conforms to the formatting and theme of the destination presentation.

50. How would you insert a logo that will appear in the same position on all the slides?

- a. Insert logo on handout master
- b. Insert logo on the slide master
- c. Insert logo on notes master
- d. Insert logo individually on each slide of the presentation

Ans: b. Insert logo on the slide master

Explanation: Inserting a logo on the Slide Master ensures it appears in the same position on every slide throughout the presentation.

51. Which of the following is the best way to create a duplicate slide?

- a. Copy and Paste
- b. Ctrl + d
- c. Right-click and select "Duplicate Slide"
- d. All of the above

Ans: d. All of the above

Explanation: All listed methods are Copy and Paste, Ctrl + d, and Right-click and select "Duplicate Slide" can be used to create a duplicate slide effectively.