# Selvam College of Technology

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| Name of the Bundle | Office Productivity Bundle V3 | Subject | MS - PowerPoint |
|---|---|---|---|
| Topic | Working with Multimedia | Last updated on | 16 August 2024 |

1. Which tool is used to remove the background of a picture in PowerPoint?

    a. Picture Effects

    b. Remove Background

    c. Artistic Effects

    d. Colour Adjustment

**Ans: b. Remove Background**

**Explanation:** The Remove Background tool allows you to eliminate unwanted backgrounds from pictures.

2. How can you adjust the brightness of a picture?

    a. Using the Crop tool

    b. Using the Corrections option in the Picture Format tab

    c. By resizing the picture

    d. By applying a theme

**Ans: b. Using the Corrections option in the Picture Format tab**

**Explanation:** The Corrections option allows you to adjust brightness, contrast, and sharpness.

3. Which option allows you to reset a picture to its original state?

    a. Picture Styles

    b. Format Picture

    c. Reset Picture

    d. Picture Border

**Ans: c. Reset Picture**

**Explanation:** Reset Picture restores the original look of the picture, removing all applied edits.

4. Which feature changes the shape of a picture to a circle, square, etc.?

    a. Picture Effects

    b. Picture Styles

    c. Crop to Shape

    d. Artistic Effects

**Ans: c. Crop to Shape**

**Explanation:** Crop to Shape allows you to change the outline of a picture into different shapes.

5. Which effect can be applied to make a picture appear as if it is glowing?

    a. Glow

    b. Shadow

    c. Reflection

    d. Bevel

**Ans: a. Glow**

**Explanation:** The Glow effect adds a glowing border around the picture.

6. How do you move a picture to the back of all other objects on a slide?

    a. Send to Back

    b. Bring Forward

    c. Align Bottom

    d. Group

**Ans: a. Send to Back**

**Explanation:** Send to Back moves the picture behind all other objects on the slide.

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7. Which option allows you to align a picture to the centre of a slide?

    a. Distribute Horizontally

    b. Rotate

    c. Align Centre

    d. Flip

**Ans: c. Align Centre**

**Explanation:** Align Centre places the picture in the horizontal centre of the slide.

8. How do you add a border to a picture in PowerPoint?

    a. Right-click the picture and select 'Add Border'

    b. Use the Picture Border option in the Picture Format tab

    c. Use the Picture Effects option

    d. Use the Insert tab

**Ans: b. Use the Picture Border option in the Picture Format tab**

**Explanation:** The Picture Border option allows you to add and customize borders.

9. Which feature allows you to resize multiple pictures at once?

    a. Grouping

    b. Aligning

    c. Rotating

    d. Compressing

**Ans: a. Grouping**

**Explanation:** Grouping multiple pictures allows them to be resized together.

10. What does the Compress Pictures option do?

    a. Reduces the file size by lowering picture quality

    b. Enlarges the picture

    c. Crops the picture

    d. Changes the picture's colour

**Ans: a. Reduces the file size by lowering picture quality**

**Explanation:** Compressing pictures decreases file size, often by reducing resolution.

11. Where can you find the Screenshot option in PowerPoint?

    a. Insert tab

    b. Design tab

    c. Home tab

    d. View tab

**Ans: a. Insert tab**

**Explanation:** The Screenshot option is available under the Insert tab.

12. Which of the following options is available when you right-click on a picture in PowerPoint to edit it?

    a. Resize

    b. Crop

    c. Format Picture

    d. All of the above

**Ans: d. All of the above**

**Explanation:** Right-click options for editing a picture include resizing, cropping, and formatting.

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13. Which of the following can be adjusted using the "Format Picture" pane in PowerPoint?

   a. Picture Transparency

   b. Picture Borders

   c. Picture Shadow

   d. All of the above

**Ans: d. All of the above**

**Explanation:** The "Format Picture" pane allows you to adjust transparency, borders, and effects.

14. What is cropping an image?

   a.  Changing the color of the image.

   b. Applying a border to the image.

   c. Trimming away parts of the image to focus on a specific area.

   d. Rotating the image.

**Ans: c. Trimming away parts of the image to focus on a specific area.**

**Explanation:** Cropping removes unwanted portions of an image, allowing focus on a specific section.

15. Which command would you use to bring a selected picture in front of all other objects on a slide?

   a. Send to Back

   b. Bring to Front

   c. Align Centre

   d. Group

**Ans: b. Bring to Front**

**Explanation:** "Bring to Front" moves a picture above all other objects.

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16. Which option allows you to change the height and width of a picture while maintaining its aspect ratio?

   a. Crop

   b. Scale

   c. Resize

   d. Compress

**Ans: b. Scale**

**Explanation:** Scaling a picture maintains its aspect ratio while resizing.

17. Which feature allows you to capture and insert a part of your screen as a picture in PowerPoint?

   a. Screen Clipping

   b. Crop

   c. Snipping Tool

   d. Screenshot

**Ans: a. Screen Clipping**

**Explanation:** "Screen Clipping" captures and inserts part of your screen as a picture.

18. To draw a perfect circle, you should hold down which key while dragging the shape?

   a. Shift

   b. Ctrl

   c. Alt

   d. Alt + Shift

**Ans: a. Shift**

**Explanation:** Holding the Shift key while drawing ensures the shape maintains its proportions, such as a perfect circle.

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19. What shape option would you use to create a standard rectangle?

    a. Oval

    b. Line

    c. Rectangle

    d. Triangle

**Ans: c. Rectangle**

**Explanation:** The Rectangle shape option creates a standard rectangle.


20. What feature allows you to resize a shape proportionally?

    a. Dragging corners

    b. Using the Format Shape pane

    c. Changing dimensions in the Size tab

    d. Rotating the shape

**Ans: a. Dragging corners**

**Explanation:** Dragging the corners of a shape maintains its proportions while resizing.

21. Which shape would you use to create a 5-pointed star?

    a. Star

    b. Rectangle

    c. Pentagon

    d. Ellipse

**Ans: a. Star**

**Explanation:** The Star shape option creates a 5-pointed star or other star shapes.

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22. Which option would you use to create a custom shape?

    a. Arrow

    b. Rectangle

    c. Rounded Rectangle

    d. Freeform

**Ans: d. Freeform**

**Explanation:** The "Freeform" option allows you to draw custom shapes with various points.

23. What shape would be best for creating a simple arrow?

    a. Line

    b. Oval

    c. Arrow

    d. Star

**Ans: c. Arrow**

**Explanation:** The Arrow shape creates a straightforward arrow pointing in any direction.

24. Which tool allows you to adjust the size of a shape?

    a. Format Shape

    b. Resize

    c. Rotate

    d. Edit Shape

**Ans: b. Resize**

**Explanation:** The Resize tool helps change the dimensions of a shape.

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25. How can you change the shape's border style?

   a. Use the Shape Outline option

   b. Use the Shape Fill option

   c. Use the Shape Effects option

   d. Use the Edit Shape option

**Ans: a. Use the Shape Outline option**

**Explanation:** "Shape Outline" allows you to customize the border style and colour.

26. What is the purpose of the "Edit Shape" > "Change Shape" option?

   a. To modify the shape's size

   b. To change the type of the shape

   c. To add text to the shape

   d. To change the shape's colour

**Ans: b. To change the type of the shape**

**Explanation:** This option allows you to change the selected shape to another type.

27. To change the shape's overall style, which option should you use?

   a. Shape Style

   b. Shape Outline

   c. Shape Fill

   d. Shape Effects

**Ans: a. Shape Style**

**Explanation:** "Shape Style" applies a complete set of formatting to the shape, including fill and outline.

28. What shape is best for creating a basic triangle?

    a. Ellipse

    b. Rectangle

    c. Triangle

    d. Arrow

**Ans: c. Triangle**

**Explanation:** The Triangle shape option creates a basic triangle.

29. What does the "Format Shape" pane help you customize?

    a. Shape's colour

    b. Shape's size

    c. Shape's style

    d. All of the above

**Ans: d. All of the above**

**Explanation:** The "Format Shape" pane allows customization of colour, size, style, and other attributes.

30. Which shape option creates a simple line?

    a. Line

    b. Arrow

    c. Curve

    d. Freeform

**Ans: a. Line**

**Explanation:** The Line shape creates a straight line.

31. What does the "Shape Fill" option control?

    a. The border of the shape

    b. The text inside the shape

    c. The colour or pattern inside the shape

    d. The shadow effect of the shape

**Ans: c. The colour or pattern inside the shape**

**Explanation:** "Shape Fill" changes the colour or pattern inside the shape.

32. How can you align text within a shape?

    a. Use the Shape Fill tool

    b. Use the Text Alignment options on the Home tab

    c. Use the Format Shape pane

    d. Use the Shape Outline tool

**Ans: b. Use the Text Alignment options on the Home tab**

**Explanation:** The "Text Alignment" options on the Home tab control how text is aligned within a shape.

33. To wrap text within a shape, which feature should be used?

    a. Text Box

    b. Word Wrap

    c. Shape Fill

    d. Text Alignment

**Ans: b. Word Wrap**

**Explanation:** "Word Wrap" allows text to fit within the boundaries of the shape.

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34. Which option allows you to adjust the text's alignment vertically within the shape?

    a. Text Direction

    b. Text Alignment

    c. Line Spacing

    d. Text Box

**Ans: b. Text Alignment**

**Explanation:** "Text Alignment" controls vertical alignment options like top, middle, or bottom within the shape.

35. Which tool allows you to align shapes relative to each other?

    a. Align

    b. Group

    c. Arrange

    d. Distribute

**Ans: a. Align**

**Explanation:** The "Align" tool helps you position shapes relative to each other.

36. What feature helps to automatically align shapes with the slide's margins?

    a. Snap to Grid

    b. Align

    c. Distribute

    d. Group

**Ans: a. Snap to Grid**

**Explanation:** "Snap to Grid" helps align shapes automatically with the slide's margins.

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37. Which command allows you to move a shape one layer up or down in the stacking order?

   a. Align

   b. Send Backward

   c. Bring Forward

   d. Distribute

**Ans: c. Bring Forward**

**Explanation:** "Bring Forward" moves the shape one layer up in the stacking order.

38. Which option helps you move a shape behind another shape without sending it to the back of the slide?

   a. Send Backward

   b. Bring Forward

   c. Align

   d. Distribute

**Ans: a. Send Backward**

**Explanation:** "Send Backward" moves a shape one layer down, behind other shapes but not to the very back.

39. How do you group multiple objects in PowerPoint?

   a. Select objects and press Ctrl + G

   b. Right-click and choose "Group"

   c. Use the Format tab

   d. Use the Home tab

**Ans: a. Select objects and press Ctrl + G**

**Explanation:** Ctrl + G groups selected objects into a single unit.

40. What is the purpose of the "Group" option in the context menu?

    a. To combine selected objects into one

    b. To align objects

    c. To format objects

    d. To copy objects

**Ans: a. To combine selected objects into one**

**Explanation:** The "Group" option combines selected objects into a single, manageable unit.

41. What happens when you group objects in PowerPoint?

    a. Objects become one object.

    b. Objects are deleted.

    c. Objects are duplicated.

    d. Objects are resized.

**Ans: a. Objects become one object.**

**Explanation:** Grouping objects merges them into a single entity, making it easier to move and format them together.

42. How can you quickly ungroup objects using a keyboard shortcut?

    a. Press Ctrl + Shift + G

    b. Press Ctrl + U

    c. Press Ctrl + Z

    d. Press Ctrl + E

**Ans: a. Press Ctrl + Shift + G**

**Explanation:** Ctrl + Shift + G quickly ungroups selected objects.

43. Which command allows you to adjust the position of a grouped object?

   a. Align

   b. Format

   c. Arrange

   d. Group

**Ans: c. Arrange**

**Explanation:** The "Arrange" command adjusts the position of a grouped object relative to other elements.

44. How do you insert an audio file into a PowerPoint slide?

   a. Go to the Insert tab and select Audio

   b. Drag and drop the audio file onto the slide

   c. Use the Design tab

   d. Use the Transitions tab

**Ans: a. Go to the Insert tab and select Audio**

**Explanation:** The "Insert" tab has the "Audio" option for adding audio files to your slide.

45. How can you insert a picture into your PowerPoint presentation?

   a. Click the "Insert" tab and select "Pictures".

   b. Drag and drop an image file from your computer.

   c. Copy and paste an image from another source.

   d. All of the above.

**Ans: d. All of the above.**

**Explanation:** PowerPoint offers multiple methods to insert pictures, including the Insert tab, drag-and-drop, and copy-paste functions.

46. Which format is commonly used for inserting video files into PowerPoint?

   a. JPG

   b. TXT

   c. DOC

   d. MP4

**Ans: d. MP4**

**Explanation:** MP4 is a widely supported format for embedding videos in PowerPoint.

47. What audio file formats are commonly supported in PowerPoint?

   a. .mp3.

   b. .wav.

   c. .wma.

   d. All of the above.

**Ans: d. All of the above.**

**Explanation:** PowerPoint supports a variety of audio formats including .mp3, .wav, and .wma for embedding sound files in presentations.

48. What file formats are commonly supported for images in PowerPoint?

   a. .jpg.

   b. .png.

   c. .gif.

   d. All of the above.

**Ans: d. All of the above.**

**Explanation:** PowerPoint supports image formats such as .jpg, .png, and .gif, making it versatile for adding images.

49. What does the "Trim Audio" feature allow you to do?

   a. Cut a portion of the audio file

   b. Adjust the volume of the audio

   c. Change the audio file format

   d. Add effects to the audio

**Ans: a. Cut a portion of the audio file**

**Explanation:** "Trim Audio" lets you cut and edit the length of the audio file.

50. What option allows you to adjust the playback settings for a video?

   a. Video Tools Playback tab

   b. Format tab

   c. Design tab

   d. Animations tab

**Ans: a. Video Tools Playback tab**

**Explanation:** The "Video Tools Playback" tab contains settings for controlling video playback.

51. Which feature allows you to loop a video continuously?

   a. Use the Format Painter

   b. Resize the video

   c. Adjust the video's aspect ratio

   d. Loop option in the Playback tab

**Ans: d. Loop option in the Playback tab**

**Explanation:** The "Loop" option ensures the video plays repeatedly until stopped.

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52. How can you remove an audio file from a slide?

    a. Select the audio icon and press Delete

    b. Right-click on the audio icon and select Cut

    c. Drag the audio icon off the slide

    d. Use the Home tab

**Ans: a. Select the audio icon and press Delete**

**Explanation:** Selecting and deleting the audio icon removes the audio file from the slide.

53. What is the default icon for an inserted audio file in PowerPoint?

    a. A music note icon

    b. A microphone icon

    c. A speaker icon

    d. A video camera icon

**Ans: c. A speaker icon**

**Explanation:** PowerPoint uses a speaker icon to represent inserted audio files.

54. What feature allows you to skip to a specific part of a video during playback?

    a. Bookmarks

    b. Volume control

    c. Fade In/Out

    d. Design tab

**Ans: a. Bookmarks**

**Explanation:** Bookmarks let you jump to specific points in the video during playback.

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55. Which of the following is NOT an option when inserting audio in PowerPoint?

    a. Record Audio

    b. Insert from File

    c. Insert from URL

    d. Insert Online Audio

**Ans: c. Insert from URL**

**Explanation:** PowerPoint does not have an option to insert audio directly from a URL.

56. Which option in the Playback tab lets you make a video replay continuously?

    a. Loop until Stopped

    b. Play Full Screen

    c. Rewind After Playing

    d. Fade Out

**Ans: a. Loop until Stopped**

**Explanation:** "Loop until Stopped" makes the video play repeatedly.

57. What is a slide transition in PowerPoint?

    a. An animation effect applied to an object on a slide.

    b. A visual effect that occurs when moving from one slide to the next.

    c. A way to add sound effects to a presentation.

    d. A method for creating interactive buttons.

**Ans: b. A visual effect that occurs when moving from one slide to the next.**

**Explanation:** Slide transitions are visual effects that play when moving from one slide to the next.

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58. What are the main types of animation effects?

    a. Entrance, Emphasis, Exit.

    b. Motion Paths.

    c. Both A and B.

    d. Slide Transitions.

**Ans: c. Both A and B.**

**Explanation:** The main types of animation effects include Entrance, Emphasis, Exit, and Motion Paths.

59. Is it possible to apply the same transition on all slides in a PowerPoint presentation?

    a. True.

    b. False.

    c. Can't say.

    d. May be.

**Ans: a. True.**

**Explanation:** You can apply the same transition to all slides in a PowerPoint presentation by selecting the "Apply to All" option.