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Topic	MS PowerPoint - Creating Presentation	Last updated on	14 February 2025

1. What is Microsoft PowerPoint?
    a. A software to create presentations.
    b. A tool for editing photos.
    c. A program to write code.
    d. A calculator application.

    Ans: a. A software to create presentations.

    Explanation: PowerPoint is a program specifically designed to create professional presentations.

2. Which tool is commonly used to create digital presentations?
    a. MS Word
    b. MS PowerPoint
    c. MS Excel
    d. MS Paint

    Ans: b. MS PowerPoint

    Explanation: MS PowerPoint is used to make slides for presentations.

3. Who developed Microsoft PowerPoint?
    a. Microsoft
    b. Google
    c. Apple
    d. Adobe

    Ans: a. Microsoft

    Explanation: Microsoft is the company that created PowerPoint as part of its Office suite.

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4. Microsoft PowerPoint is a part of which software suite?
    a. Google Workspace
    b. Adobe Creative Suite
    c. Microsoft Office
    d. Windows Media Player

Ans: c. Microsoft Office

Explanation: PowerPoint is included in the Microsoft Office suite, along with Word and Excel.

5. What kind of charts can be added to PowerPoint slides?
    a. Bar charts, pie charts, and line charts
    b. Only bar charts
    c. Only pie charts
    d. Only line charts

Ans: a. Bar charts, pie charts, and line charts

Explanation: PowerPoint supports multiple chart types to visually present data.

6. What is the default file format that PowerPoint uses to save presentations?
    a. .xlsx
    b. .docx
    c. .pptx
    d. .jpeg

Ans: c. .pptx

Explanation: PowerPoint saves files in the .pptx format by default.

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7. Which of the following is an example of text formatting in PowerPoint?
    a. Changing font size and color
    b. Adding animations
    c. Inserting charts
    d. Importing a video

Ans: a. Changing font size and color

Explanation: Formatting text involves adjusting its size, style, or color to make it more appealing.

8. What does PowerPoint show when it is opened?
    a. A video player.
    b. A spreadsheet.
    c. A blank presentation or template options.
    d. A photo editor.

Ans: c. A blank presentation or template options.

Explanation: When PowerPoint opens, it shows options to start a new blank presentation or choose a template.

9. What does a blank presentation contain?
    a. Empty slides for customization.
    b. Pre-filled text and images.
    c. Only video options.
    d. Only audio options.

Ans: a. Empty slides for customization.

Explanation: Blank Presentation provides an empty canvas for creating your presentation.

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10. What is the first slide in a new presentation called?
    a. Title Slide
    b. Blank Slide
    c. Chart Slide
    d. Design Slide

Ans: a. Title Slide

Explanation: The first slide in a new presentation is typically a Title Slide to introduce the topic.

11. What is the shortcut to add a new slide in PowerPoint?
    a. Ctrl + N
    b. Ctrl + M
    c. Ctrl + S
    d. Ctrl + T

Ans: b. Ctrl + M

Explanation: Pressing "Ctrl + M" adds a new slide to your presentation.

12. What is the default position of a new slide?
    a. Below the currently selected slide.
    b. Above the first slide.
    c. At the end of the presentation.
    d. Replace the first slide.

Ans: a. Below the currently selected slide.

Explanation: A new slide is always added directly below the currently selected slide.

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13. Which of the following enables you to add a text box to a slide in PowerPoint?
    a. Insert -> Text Box
    b. Design -> Text Box
    c. Format -> Text Box
    d. View -> Text Box

Ans: a. Insert -> Text Box

Explanation: The steps to add a text box in powerpoint are given below -Open the Insert tab in Text group click the Text Box command.

14. Which shortcut key is used to delete a slide in PowerPoint?
    a. Ctrl + D
    b. Delete
    c. Ctrl + Del
    d. Alt + Delete

Ans: b. Delete

Explanation: After selecting the slide, you can press the "Delete" key to remove it.

15. What is the result of pressing Ctrl + D in PowerPoint while editing a slide?
    a. It will delete the slide
    b. It will duplicate the slide
    c. It will add a new slide
    d. It will undo the last action

Ans: b. It will duplicate the slide

Explanation: Ctrl + D is the shortcut to duplicate a slide, not delete it.

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16. What does the keyboard shortcut Ctrl + Q do in PowerPoint?
    a. Saves and closes the presentation
    b. Opens a new presentation
    c. Deletes the presentation
    d. Copies the presentation

Ans: a. Saves and closes the presentation

Explanation: Ctrl + Q saves your work and then closes the presentation and application.

17. How do you rearrange slides in PowerPoint?
    a. Right-click on a slide and select "Rearrange"
    b. Drag and drop the slides to the desired position
    c. Use the "Insert" tab to rearrange
    d. Click "Rearrange" in the toolbar

Ans: b. Drag and drop the slides to the desired position

Explanation: You can rearrange slides by dragging and dropping them in the slide pane on the left-hand side.

18. Which view allows you to easily rearrange multiple slides at once?
    a. Normal View
    b. Slide Sorter View
    c. Reading View
    d. Outline View

Ans: b. Slide Sorter View

Explanation: Slide Sorter View displays all slides in a grid, making it easy to rearrange multiple slides.

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19. What keyboard shortcut allows you to duplicate a slide while rearranging?
    a. Ctrl + X
    b. Ctrl + Drag
    c. Shift + Drag
    d. Ctrl + Alt

    Ans: b. Ctrl + Drag

    Explanation: Holding down "Ctrl" while dragging a slide creates a copy instead of moving it.

20. What is the benefit of using right-click to rearrange slides?
    a. It is faster and more intuitive
    b. It allows adding animations
    c. It duplicates slides automatically
    d. It saves the presentation

    Ans: a. It is faster and more intuitive

    Explanation: Right-click drag-and-drop is a quick and user-friendly way to rearrange slides.

21. Where can you rearrange slides in PowerPoint?
    a. In the Slide Pane
    b. In the Slide Sorter View
    c. In the Normal View
    d. All of the above

    Ans: d. All of the above

    Explanation: Slides can be rearranged in the Slide Pane, Slide Sorter View, and Normal View.

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22. Which keyboard shortcut allows you to switch between open presentations in Powerpoint?
    a. Alt + Tab
    b. Ctrl + S
    c. Ctrl + Tab
    d. Shift + Enter

Ans: c. Ctrl + Tab

Explanation: Pressing Ctrl + Tab lets you quickly toggle between open PowerPoint presentations, making multitasking easier..

23. Which tab contains the option to add a new slide?
    a. Home
    b. Insert
    c. Design
    d. View

Ans: a. Home

Explanation: The "New Slide" option is found in the Home tab.

24. What is the default layout of a new slide added in PowerPoint?
    a. Title Slide
    b. Blank Slide
    c. Title and Content
    d. Two Content

Ans: c. Title and Content

Explanation: When adding a new slide, PowerPoint typically uses the "Title and Content" layout.

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25. How do you add text to a slide in PowerPoint?
    a. Click inside a text box and start typing
    b. Click anywhere on the slide and start typing
    c. Insert a new slide
    d. Use the Format Painter

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

Explanation: To add text, click inside a text box and start typing.

26. What happens if you try to type on a slide without a text box?
    a. A new text box is created automatically
    b. PowerPoint will display an error message
    c. Text will not appear unless you insert a text box
    d. The slide will change layout

Ans: c. Text will not appear unless you insert a text box

Explanation: Text can only be added inside a text box in PowerPoint.

27. Which layout does NOT contain a predefined text box?
    a. Title Slide
    b. Title and Content
    c. Blank Slide
    d. Two Content

Ans: c. Blank Slide

Explanation: The "Blank Slide" layout does not contain any predefined text boxes.

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28. Which of the following methods lets you format text within a text box?
    a. Use the Font group in the Home tab
    b. Use the Transitions tab
    c. Use the Slide Show tab
    d. Use the Notes Pane

Ans: a. Use the Font group in the Home tab

Explanation: The Font group in the Home tab provides text formatting options.

29. Which tab contains the "Text Box" option?
    a. Insert
    b. Home
    c. Design
    d. Review

Ans: a. Insert

Explanation: The "Text Box" option is found in the Insert tab.

30. How do you insert a new text box in PowerPoint?
    a. Go to Insert → Click "Text Box" → Click and drag on the slide
    b. Right-click on a slide and select "New Text Box"
    c. Press Ctrl + T
    d. Type directly on the slide

Ans: a. Go to Insert → Click "Text Box" → Click and drag on the slide

Explanation: To insert a text box, go to the Insert tab, select "Text Box," and draw it on the slide.

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31. What happens when you add a new text box to a slide?
    a. It appears in a fixed position
    b. It can be resized and moved freely
    c. It replaces the existing text box
    d. It is automatically added to all slides

Ans: b. It can be resized and moved freely

Explanation: A new text box can be freely moved and resized.

32. How can you delete a slide in PowerPoint?
    a. Right-click the slide thumbnail and select "Delete Slide"
    b. Press Ctrl + D
    c. Click "Remove Slide" from the File tab
    d. There is no option to delete a slide

Ans: a. Right-click the slide thumbnail and select "Delete Slide"

Explanation: Right-clicking a slide and selecting "Delete Slide" removes it.

33. Which of the following methods is NOT used to delete a slide?
    a. Right-click the slide and select "Delete Slide"
    b. Press the Delete key
    c. Select the slide and press Ctrl + X
    d. Click "Remove Slide" from the Slide Show tab

Ans: d. Click "Remove Slide" from the Slide Show tab

Explanation: The Slide Show tab does not contain an option to remove slides.

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34. What is the process for moving a slide to a different position in a presentation?
    a. Click and drag the slide thumbnail to the desired position
    b. Delete the slide and create a new one
    c. Use the Format Painter tool
    d. Use the Find and Replace feature

Ans: a. Click and drag the slide thumbnail to the desired position

Explanation: Clicking and dragging a slide thumbnail moves it to a new position.

35. Which of the following is NOT a way to rearrange slides?
    a. Dragging the slide thumbnail
    b. Using the Cut and Paste option
    c. Deleting and re-adding the slide
    d. Using Slide Sorter View

Ans: c. Deleting and re-adding the slide

Explanation: Deleting and re-adding is unnecessary when slides can be moved directly.

36. What happens when you move a slide in Slide Sorter View?
    a. The slide number updates automatically
    b. The slide content changes
    c. The layout of the slide resets
    d. The slide is duplicated

Ans: a. The slide number updates automatically

Explanation: When moving a slide, PowerPoint automatically updates the numbering.

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37. Which key is used to move to the next slide in a presentation?
    a. Esc
    b. Backspace
    c. Right Arrow Key
    d. Up Arrow Key

Ans: c. Right Arrow Key

Explanation: The Right Arrow Key is used to move to the next slide in a presentation.

38. A single page in a PowerPoint presentation is called a _____.
    a. Page
    b. Sheet
    c. Slide
    d. Document

Ans: c. Slide

Explanation: A single page in a PowerPoint presentation is called a Slide.