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Name of the Bundle	Basic Bundle 2025	Subject	MS-Office V2
Topic	MS PowerPoint - Presentation Views	Last updated on	17 March 2025

1. **Where can you find the different views in PowerPoint?**

    a. Bottom bar

    b. View ribbon

    c. Only in the Design tab

    d. Both a & b

    Ans: d. Both a & b

    Explanation: Presentation views can be accessed from the bottom bar and the View ribbon.

2. **Why are Presentation Views used in PowerPoint?**

    a. To view slides in different ways.

    b. To edit text in Word documents.

    c. To adjust audio settings.

    d. To create animations.

    Ans: a. To view slides in different ways.

    Explanation: Presentation Views let users choose how to display slides based on their needs, such as editing or presenting.

3. **What are Presentation Views in PowerPoint?**

    a. Tool for editing text.

    b. Ways to view slides.

    c. Feature for animations.

    d. Setting for audio.

    Ans: b. Ways to view slides.

    Explanation: Presentation Views let users see slides differently based on their needs, like editing or presenting.

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4. How many views are there in PowerPoint's Presentation Views?

    a. Four

    b. Five

    c. Six

    d. Seven

Ans: a. Four

Explanation: Presentation views provide four views: Normal View, Slide Show, Slide Sorter View, and Reading View.

5. Which PowerPoint view is used for creating and editing slides?

    a. Normal View

    b. Slide Sorter View

    c. Reading View

    d. Slide Show View

Ans: a. Normal View

Explanation: Normal View is the primary editing view in PowerPoint, where users can create, edit, and design slides.

6. What does the Normal View display on the left side?

    a. Thumbnails of slides

    b. Slide notes

    c. Toolbar options

    d. Animations

Ans: a. Thumbnails of slides

Explanation: The left side of Normal View shows slide thumbnails.

7. What is the default view in a PowerPoint presentation?

    a. Slide Sorter View

    b. Reading View

    c. Normal View

    d. Slide Show View

Ans: c. Normal View

Explanation: By default, PowerPoint opens in Normal View, which is the main working window for creating and editing slides.

8. Which views can you use to create a presentation in PowerPoint?

    a. Normal view

    b. Outline view

    c. Both Normal view and Outline view

    d. Slide Sorter view

Ans: c. Both Normal view and Outline view

Explanation: You can create a presentation in both Normal view and Outline view, depending on the way.

9. Which view shows thumbnails of all slides in PowerPoint?

    a. Slide Sorter View

    b. Normal View

    c. Reading View

    d. Outline View

Ans: a. Slide Sorter View

Explanation: Slide Sorter View shows all slides as thumbnails for easy organization and review.

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10. Which view is best for rearranging slides in PowerPoint?

    a. Slide Sorter View

    b. Notes Page View

    c. Reading View

    d. Slide Show View

Ans: a. Slide Sorter View

Explanation: Slide Sorter View displays all slides in a thumbnail view, making it easy to rearrange their order.

11. What is primarily displayed in the Normal View of PowerPoint?

    a. A large current slide window

    b. Slide sorter panel

    c. Animations

    d. Background options

Ans: a. A large current slide window

Explanation: Normal View shows a large working window for the current slide.

12. In which view can you view all the slides of a presentation simultaneously?

    a. Slide Show view

    b. Slide Sorter view

    c. Notes view

    d. Outline view

Ans: b. Slide Sorter view

Explanation: Slide Sorter view displays all slides as thumbnails for quick overview and adjustments.

13. Which view is the best way to insert a new slide in a presentation?

    a. Normal view

    b. Special view

    c. Slide Show view

    d. Slide Sorter view

Ans: d. Slide Sorter view

Explanation: Slide Sorter view allows for quick insertion and arrangement of slides in the presentation.

14. Which view should you use to resize the presentation window for on-screen reading?

    a. Normal View

    b. Slide Sorter View

    c. Reading View

    d. Slide Show View

Ans: c. Reading View

Explanation: Reading View enables resizing the presentation window for easier reading.

15. Which view runs the presentation for the audience?

    a. Normal View

    b. Slide Show View

    c. Reading View

    d. Slide Sorter View

Ans: b. Slide Show View

Explanation: Slide Show View displays the slides in full-screen mode for the audience. It allows the presenter to run the presentation as intended.

16. Which tab contains the Slide Show button?

    a. Design

    b. Slide Show

    c. View

    d. Insert

Ans: b. Slide Show

Explanation: The Slide Show button is found in the Slide Show tab.

17. What is the purpose of Slide Show View in PowerPoint?

    a. To edit the slides

    b. To view slides as thumbnails

    c. To present the slides in full-screen mode

    d. To rearrange slides

Ans: c. To present the slides in full-screen mode

Explanation: Slide Show View displays the slides in full-screen mode for presentation to an audience.

18. How can you exit a Slide Show?

    a. Click End Show

    b. Press Escape

    c. Close PowerPoint

    d. Both a and b

Ans: d. Both a and b

Explanation: Exiting can be done by pressing Esc or selecting End Show.

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19. Which part of PowerPoint allows you to add a background?

    a. Slide Sorter

    b. Format Background

    c. Animations

    d. Transitions

Ans: b. Format Background

Explanation: The Format Background option lets you add or modify slide backgrounds.

20. How many fill options are available in PowerPoint?

    a. 2

    b. 3

    c. 4

    d. 5

Ans: c. 4

Explanation: PowerPoint offers four fill options: solid fill, gradient fill, picture or texture fill, and pattern fill.

21. Which background fill option allows you to select a solid color?

    a. Solid fill

    b. Gradient fill

    c. Picture fill

    d. Pattern fill

Ans: a. Solid fill

Explanation: Solid fill allows selecting a single color for the background.

22. Which of the following allows you to apply an image as the background in PowerPoint?

    a. Solid Fill

    b. Picture Fill

    c. Gradient Fill

    d. Texture Fill

Ans: b. Picture Fill

Explanation: Picture Fill lets users apply an image as a background on a PowerPoint slide.

23. Which button do you click to insert an image as the background?

    a. Insert

    b. Apply

    c. Design

    d. Format

Ans: a. Insert

Explanation: The Insert button is used for uploading or adding images.

24. Where can you upload a picture for a background?

    a. From your computer

    b. Search online

    c. Both a and b

    d. Only from the internet

Ans: c. Both a and b

Explanation: Pictures can be uploaded from your computer or found online.

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25. Is it possible to change the background of a slide at any time?

    a. Yes

    b. No

    c. Only during the first setup

    d. Only when creating a new presentation

Ans: a. Yes

Explanation: The background of a slide can be changed at any time during the editing process.

26. What does the Slide Orientation option control?

    a. Animation speed

    b. Slide size

    c. Slide layout (portrait or landscape)

    d. Background color

Ans: c. Slide layout (portrait or landscape)

Explanation: Slide Orientation adjusts the slide layout.

27. Which slide orientation is set by default in PowerPoint?

    a. Landscape

    b. Portrait

    c. Square

    d. Vertical

Ans: a. Landscape

Explanation: Landscape is the default orientation in PowerPoint.

28. Which orientation is taller than it is wide?

    a. Landscape

    b. Portrait

    c. Square

    d. Horizontal

Ans: b. Portrait

Explanation: Portrait orientation is vertical.

29. Where can you adjust the Slide Orientation settings?

    a. Design tab

    b. Slide Show tab

    c. Insert tab

    d. Animations tab

Ans: a. Design tab

Explanation: Slide Orientation is found in the Design tab.

30. How can you change the slide orientation in PowerPoint?

    a. Design Tab → Slide Orientation

    b. View Tab → Orientation

    c. Home Tab → Layout

    d. File Tab → Page Setup

Ans: a. Design Tab → Slide Orientation

Explanation: Slide orientation can be changed under the Design Tab by selecting the Slide Orientation option.

31. Which of the following fill effects can be applied to the background of a slide?

    a. Picture

    b. Gradient

    c. Texture

    d. All of the above

Ans: d. All of the above

Explanation: PowerPoint allows you to use picture, gradient, and texture effects to fill the background of a slide.

32. How can you create a new presentation in PowerPoint?

    a. Blank Presentation

    b. From existing presentation

    c. Both (a) and (b)

    d. Neither (a) nor (b)

Ans: c. Both (a) and (b)

Explanation: A new presentation can be created either from scratch (Blank Presentation) or based on an existing presentation.

33. What is Microsoft PowerPoint primarily used for?

    a. Creating spreadsheets

    b. Making presentations

    c. Editing photos

    d. Writing documents

Ans: b. Making presentations

Explanation: PowerPoint is a presentation software used to create slideshows for business, education, and other purposes.

34. Which view is best for reviewing a presentation without editing?

    a. Normal View

    b. Slide Show View

    c. Reading View

    d. Outline View

Ans: c. Reading View

Explanation: Reading View allows reviewing slides in a windowed format without entering full-screen mode.

35. What is the primary use of the Reading View in PowerPoint?

    a. To create and edit content on the slides

    b. To view the presentation in a full-screen format without editing

    c. To view speaker notes

    d. To rearrange the order of slides

Ans: b. To view the presentation in a full-screen format without editing

Explanation: Reading View allows users to see their presentation in a windowed full-screen mode without editing tools.

36. Which shortcut key starts a PowerPoint slideshow from the beginning?

    a. F5

    b. Shift + F5

    c. Ctrl + S

    d. Alt + Tab

Ans: a. F5

Explanation: Pressing F5 starts the slideshow from the first slide.

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37. Which view allows users to add speaker notes for each slide?

    a. Slide Sorter View

    b. Normal View

    c. Slideshow View

    d. Reading View

Ans: b. Normal View

Explanation: Normal View allows users to add and view speaker notes for each slide.

38. Which view starts the presentation in full-screen mode for delivering the slideshow?

    a. Normal View

    b. Slide Sorter View

    c. Slideshow View

    d. Reading View

Ans: c. Slideshow View

Explanation: Slideshow View launches the presentation in full-screen mode, allowing users to deliver their slides to an audience.

39. Which view displays slides one at a time with options to move forward and backward?

    a. Slide Sorter View

    b. Outline View

    c. Reading View

    d. Normal View

Ans: c. Reading View

Explanation: Reading View displays one slide at a time with navigation options.

40. Which shortcut key starts a slideshow from the current slide instead of the beginning?

    a. F5

    b. Shift + F5

    c. Ctrl + F5

    d. Alt + F4

Ans: b. Shift + F5

Explanation: Shift + F5 starts the slideshow from the currently selected slide.

41. Which tab in PowerPoint allows you to change the slide background?

    a. Insert

    b. Design

    c. Transitions

    d. Slide Show

Ans: b. Design

Explanation: The Design tab provides options to customize slide backgrounds and themes.

42. Which of the following is NOT a background option in PowerPoint?

    a. Solid Fill

    b. Gradient Fill

    c. Animated Background

    d. Picture Fill

Ans: c. Animated Background

Explanation: PowerPoint does not support animated backgrounds; it supports solid, gradient, texture, and picture fills.

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43. Where can you find the "Format Background" option?

    a. View Tab

    b. Design Tab

    c. Home Tab

    d. Transitions Tab

Ans: b. Design Tab

Explanation: The "Format Background" option is available in the Design tab to customize slide backgrounds.

44. Which design tool in PowerPoint can be used to modify the background of a single slide or all slides?

    a. Slide Master

    b. Format Background

    c. Design Ideas

    d. Text Fill

Ans: b. Format Background

Explanation: The Format Background option allows users to customize the background of individual slides or all slides in a presentation

45. What happens if you set a background using the "Apply to All" option?

    a. Only the current slide changes

    b. The background is applied to every slide in the presentation

    c. The slide layout changes

    d. The slide is deleted

Ans: b. The background is applied to every slide in the presentation

Explanation: "Apply to All" ensures the same background is applied to all slides.

Slide Orientation.

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46. Which are the two types of slide orientations in PowerPoint?

    a. Vertical and Horizontal

    b. Portrait and Landscape

    c. Slide and Page

    d. Normal and Wide

Ans: b. Portrait and Landscape

Explanation: PowerPoint allows slides to be displayed in either Portrait (vertical) or Landscape (horizontal) orientation.

47. How can you change the slide orientation in PowerPoint?

    a. Design Tab → Slide Orientation

    b. View Tab → Orientation

    c. Home Tab → Layout

    d. File Tab → Page Setup

Ans: a. Design Tab → Slide Orientation

Explanation: Slide orientation can be changed through the Design tab under the Slide Size option.

48. When should you use Portrait orientation in a presentation?

    a. When creating wide-screen slides

    b. When designing slides with more vertical content

    c. When using a projector

    d. When adding transitions

Ans: b. When designing slides with more vertical content

Explanation: Portrait orientation is useful for slides with more vertical content, such as posters or reports.

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49. Which option allows you to set custom slide dimensions in PowerPoint?

     a. Slide Size

     b. Slide Sorter

     c. Slide Layout

     d. Format Background

Ans: a. Slide Size

Explanation: The "Slide Size" option in the Design tab allows setting custom dimensions for slides.