



Name of the Bundle	Basic Bundle (2026)	Subject	MS Office V2
Topic	Introduction to MS-PowerPoint & Creating a Presentation	Last updated on	06 March 2026

1. What is MS PowerPoint?

- A presentation software developed by Microsoft
- A word processing software
- A spreadsheet application
- A database program

Ans: a. A presentation software developed by Microsoft

Explanation: MS PowerPoint is specifically designed to create slides and presentations for communication purposes.

2. MS PowerPoint is mainly used to create_____.

- Letters
- Presentations
- Databases
- Accounting sheets

Ans: b. Presentations

Explanation: PowerPoint is used to design and display slides with text, images, charts, and multimedia.

3. Which file format is used to save PowerPoint presentations?

- .pptx
- .docx
- .xlsx
- .pdf

Ans: a. .pptx

Explanation: The default file format for PowerPoint presentations is .pptx, while .docx and .xlsx are for Word and Excel.



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4. MS PowerPoint helps in_____.

- a. Data encryption
- b. Writing programs
- c. Improving the communication of ideas
- d. Designing circuits

Ans: c. Improving the communication of ideas

Explanation: PowerPoint makes it easier to present information visually and clearly.

5. PowerPoint presentations make content_____.

- a. Clear and attractive
- b. Complicated
- c. Hidden
- d. Unreadable

Ans: a. Clear and attractive

Explanation: Visual elements and organized slides improve understanding and engagement.

6. Presentation views are used to_____.

- a. Delete slides
- b. Insert tables
- c. Apply animations
- d. View slides in different ways

Ans: d. View slides in different ways

Explanation: PowerPoint provides multiple views to edit, sort, and present slides efficiently.



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7. Which view is used for editing slides?

- a. Normal View
- b. Slide Show View
- c. Reading View
- d. Notes View

Ans: a. Normal View

Explanation: Normal View allows editing slide content and layout.

8. Which view shows all slides at once?

- a. Normal View
- b. Reading View
- c. Slide Sorter View
- d. Slide Show View

Ans: c. Slide Sorter View

Explanation: Slide Sorter View displays thumbnails of all slides, useful for arranging and deleting slides.

9. Which shortcut key is used to add a new slide?

- a. Ctrl + N
- b. Ctrl + M
- c. Ctrl + D
- d. Ctrl + S

Ans: b. Ctrl + M

Explanation: Ctrl + M quickly inserts a new slide in the presentation.



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10. How can you add a new slide using the keyboard and mouse?

- a. Press the Delete key
- b. Click the Design tab
- c. Press F5
- d. Right click → New Slide

Ans: d. Right click → New Slide

Explanation: Right-clicking provides context menu options, including adding a new slide.

11. Which tab is used to insert a new slide?

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

Ans: c. Home

Explanation: The Home tab contains options to add new slides to a presentation.

12. How do you add text to an existing text box?

- a. Double-click inside the text box and type
- b. Press Ctrl + M
- c. Click the File tab
- d. Press F12

Ans: a. Double-click inside the text box and type

Explanation: Clicking inside the text box activates it for typing content.



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13. Text boxes like "Add Title" are found in which area?

- a. Slide content area
- b. Status bar
- c. Ribbon bar
- d. Notes pane

Ans: a. Slide content area

Explanation: Text boxes appear in the main slide area for entering titles and content.

14. Which tab is used to insert a new text box?

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

Ans: b. Insert

Explanation: The Insert tab provides tools for adding text boxes, images, charts, and other elements.

15. How can you add a new text box using the mouse?

- a. Right click → Text Box
- b. File → Save
- c. View → Notes
- d. Design → Theme

Ans: a. Right click → Text Box

Explanation: Right-clicking on the slide allows inserting a new text box using the context menu.



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16. Which shortcut helps in drawing a text box after selecting the tool?

- a. Ctrl + D
- b. Ctrl + S
- c. Alt + F4
- d. Click and drag using the mouse

Ans: d. Click and drag using the mouse

Explanation: After selecting the Text Box tool, click and drag on the slide to draw the box.

17. Which shortcut key duplicates the selected slide?

- a. Ctrl + C
- b. Ctrl + V
- c. Ctrl + D
- d. Ctrl + M

Ans: c. Ctrl + D

Explanation: Ctrl + D duplicates the currently selected slide in the presentation.

18. How do you duplicate a slide using the mouse?

- a. Right-click slide → Duplicate Slide
- b. File → New
- c. View → Zoom
- d. Press Delete

Ans: a. Right-click slide → Duplicate Slide

Explanation: The context menu allows quick duplication of a slide.



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19. Which tab shows the option to duplicate slides?

- a. View
- b. Home
- c. Design
- d. Slide Sorter view

Ans: b. Home

Explanation: The Home tab provides slide management options, including duplicate.

20. Which key removes the selected slide?

- a. Enter
- b. Esc
- c. Delete
- d. Tab

Ans: c. Delete

Explanation: The Delete key removes the selected slide from the presentation.

21. How can you delete a slide using the mouse?

- a. Right-click slide → Delete Slide
- b. Insert → Delete
- c. Design → Remove
- d. View → Clear

Ans: a. Right-click slide → Delete Slide

Explanation: The right-click menu allows deleting the selected slide with a single click.



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22. Which view helps in selecting and deleting multiple slides easily?

- a. Normal View
- b. Slide Sorter View
- c. Reading View
- d. Notes View

Ans: b. Slide Sorter View

Explanation: Slide Sorter View allows selecting multiple slides at once for rearrangement or deletion.

23. How do you rearrange slides?

- a. Drag and drop slides
- b. Press Ctrl + S
- c. Click the File tab
- d. Press F5

Ans: a. Drag and drop slides

Explanation: Dragging slides in the Slide Sorter or Normal View changes their order.

24. Which action helps move a slide to a new position?

- a. Hold the mouse and drag the slide
- b. Press Delete
- c. Press Ctrl + D
- d. Press Esc

Ans: a. Hold the mouse and drag the slide

Explanation: Holding and dragging a slide moves it to the desired position in the deck.



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25. Which view displays the presentation in full screen for presenting to an audience?

- a. Normal View
- b. Reading View
- c. Slide Show View
- d. Outline View

Ans: c. Slide Show View

Explanation: Slide Show View displays the slides in full screen and is mainly used during presentations to show the slides to an audience.

26. Which view allows you to move through slides like a presentation but not in full screen?

- a. Reading View
- b. Slide Show View
- c. Outline View
- d. Normal View

Ans: a. Reading View

Explanation: Reading View displays slides in a window and allows users to navigate through them without entering full-screen presentation mode.

27. Which view is best for rearranging slides?

- a. Normal View
- b. Reading View
- c. Slide Sorter View
- d. Slide Show View

Ans: c. Slide Sorter View

Explanation: Slide Sorter View shows all slides as thumbnails for easy arrangement.



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28. Save As option is used to_____.

- a. Save with a new name
- b. Close file
- c. Delete file
- d. Print slides

Ans: a. Save with a new name

Explanation: Save As creates a copy of the presentation with a different name or location.

29. Shortcut key to save a presentation is_____.

- a. Ctrl + S
- b. Ctrl + D
- c. Ctrl + W
- d. Ctrl + P

Ans: a. Ctrl + S

Explanation: Ctrl + S quickly saves changes to the current presentation.

30. Shortcut key to close a presentation is_____.

- a. Ctrl + W
- b. Ctrl + S
- c. Ctrl + D
- d. Ctrl + N

Ans: a. Ctrl + W

Explanation: Ctrl + W closes the open presentation without exiting PowerPoint.



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31. Which shortcut key is used to switch between different open presentations?

- a. Ctrl + N
- b. Ctrl + Tab
- c. Ctrl + O
- d. Ctrl + S

Ans: b. Ctrl + Tab

Explanation: Ctrl + Tab allows the user to move between multiple open presentations.

32. Which shortcut key is used to create a new presentation?

- a. Ctrl + N
- b. Ctrl + O
- c. Ctrl + W
- d. Ctrl + Z

Ans: a. Ctrl + N

Explanation: Ctrl + N opens a new blank presentation.

33. Which shortcut key is used to open an existing presentation?

- a. Ctrl + S
- b. Ctrl + O
- c. Ctrl + Q
- d. Ctrl + Y

Ans: b. Ctrl + O

Explanation: Ctrl + O opens the dialog box to select and open an existing file.



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34. Which shortcut key is used to repeat the last action in PowerPoint?

- a. Ctrl + Y
- b. Ctrl + Z
- c. Ctrl + W
- d. Ctrl + Tab

Ans: a. Ctrl + Y

Explanation: Ctrl + Y repeats the previous command or action.

35. Which shortcut key is used to undo an action?

- a. Ctrl + Y
- b. Ctrl + Z
- c. Ctrl + S
- d. Ctrl + Q

Ans: b. Ctrl + Z

Explanation: Ctrl + Z reverses the last action performed.