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| Name of the Bundle | Basic Bundle (2025)     | Subject         | MS Office V2 |
| Topic              | Formatting Presentation | Last updated on | 4 April 2025 |

1. What is the purpose of formatting a PowerPoint presentation?

- a. To improve the appearance of slides
- b. To add more slides
- c. To delete content
- d. To change the file format

**Ans: a. To improve the appearance of slides**

**Explanation:** Formatting makes slides visually appealing and well-organized.

2. Which tab in PowerPoint contains most of the formatting options?

- a. Insert
- b. Home
- c. Slide Show
- d. Review

**Ans: b. Home**

**Explanation:** The Home tab provides key formatting options for text and slides.

3. Which of the following is not a formatting option in PowerPoint?

- a. Adjusting text alignment
- b. Changing slide background
- c. Applying slide transitions
- d. Inserting a new slide

**Ans: d. Inserting a new slide**

**Explanation:** Inserting a slide is part of content creation, not formatting.

4. Which of these improves readability in a presentation?

- a. Proper text alignment
- b. Large paragraphs of text
- c. Complex fonts
- d. Random colors

**Ans: a. Proper text alignment**

**Explanation:** Proper alignment ensures that text is easy to read and visually organized.



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5. Which feature allows uniformity in font styles and colors across slides?

- a. Themes
- b. Animations
- c. Slide transitions
- d. Hyperlinks

**Ans: a. Themes**

**Explanation:** Themes help maintain a consistent look with predefined styles.

6. Which alignment places text at the left margin of the slide?

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

**Ans: b. Left Alignment**

**Explanation:** Left alignment positions text at the left margin.

7. Which alignment places text in the middle of the slide?

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

**Ans: b. Center Alignment**

**Explanation:** Center alignment places text at the center of the slide.

8. Which alignment makes text flush on both left and right margins?

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

**Ans: d. Justify Alignment**

**Explanation:** Justify alignment makes text evenly aligned on both sides.



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9. Which group in the Home tab contains text alignment options?

- a. Font
- b. Paragraph
- c. Clipboard
- d. Slide Sorter

**Ans: b. Paragraph**

**Explanation:** Text alignment options are available in the Paragraph group.

10. Which alignment places text at the right margin of the slide?

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

**Ans: c. Right Alignment**

**Explanation:** Right alignment positions text at the right margin.

11. Which option allows text to be aligned at the top, middle, or bottom of a text box?

- a. Align Text
- b. Line Spacing
- c. Justify Alignment
- d. Bullets

**Ans: a. Align Text**

**Explanation:** The "Text Direction" feature changes text orientation (horizontal, vertical, rotated), but "Align Text" allows positioning at the top, middle, or bottom.

12. Where is the text alignment option found in PowerPoint?

- a. Home → Paragraph
- b. Insert → Text Box
- c. Design → Themes
- d. View → Slide Sorter

**Ans: a. Home → Paragraph**

**Explanation:** Text alignment settings are found in the Home tab under the Paragraph group.



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13. What does line spacing improve in a presentation?

- a. Slide transitions
- b. Font style
- c. Readability
- d. Background design

**Ans: c. Readability**

**Explanation:** Proper line spacing makes text easier to read.

14. Which tab contains the option to change line spacing?

- a. Home
- b. Insert
- c. View
- d. Slide Show

**Ans: a. Home**

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

15. What happens when line spacing is set too small?

- a. Text size increases
- b. Background changes
- c. Text disappears
- d. Text becomes difficult to read

**Ans: d. Text becomes difficult to read**

**Explanation:** Small line spacing makes text crowded and harder to read.

16. Which menu in the Home tab allows adjustment of line spacing?

- a. Paragraph
- b. Font
- c. Clipboard
- d. Transitions

**Ans: a. Paragraph**

**Explanation:** The Paragraph menu includes line spacing options.



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17. Which feature helps create space between text lines?

- a. Bold Text
- b. Text Box
- c. Line Spacing
- d. Format Painter

**Ans: c. Line Spacing**

**Explanation:** Line Spacing increases or decreases space between lines of text.

18. What is a design template in PowerPoint?

- a. A new font style
- b. A pre-designed slide layout
- c. A type of animation
- d. A text alignment feature

**Ans: b. A pre-designed slide layout**

**Explanation:** A design template includes backgrounds, fonts, and colors.

19. Where can design templates be found in PowerPoint?

- a. Design → Themes
- b. Insert → Shapes
- c. Home → Clipboard
- d. Slide Show → Transitions

**Ans: a. Design → Themes**

**Explanation:** The Themes section under Design provides pre-made templates.

20. Which of the following is part of a PowerPoint design template?

- a. Code snippets
- b. Hyperlinks
- c. Fonts
- d. File names

**Ans: c. Fonts**

**Explanation:** A design template includes fonts, colors, and slide layouts.



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21. Which tab is used to apply a theme to a PowerPoint presentation?

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

**Ans: b. Design**

**Explanation:** The Design tab contains various themes and templates.

22. Which of these helps maintain a consistent look across slides?

- a. Using a theme
- b. Using different fonts for each slide
- c. Changing colors randomly
- d. Ignoring formatting

**Ans: a. Using a theme**

**Explanation:** Themes ensure consistency in slide design.

23. Which tool is used to copy formatting from one object to another?

- a. Slide Sorter
- b. Animations Pane
- c. Text Box
- d. Format Painter

**Ans: d. Format Painter**

**Explanation:** Format Painter copies formatting settings.

24. Where is the Format Painter tool located?

- a. Home → Clipboard
- b. Insert → Shapes
- c. Design → Themes
- d. Slide Show → Transitions

**Ans: a. Home → Clipboard**

**Explanation:** Format Painter is found in the Clipboard group under the Home tab.



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25. Which feature allows the same text style to be applied across multiple slides?

- a. Slide Show
- b. Format Painter
- c. Hyperlinks
- d. Transitions

**Ans: b. Format Painter**

**Explanation:** Format Painter duplicates text formatting onto other slides.

26. Which formatting tool is used to change font size and color?

- a. Font Group
- b. Line Spacing
- c. Slide Sorter
- d. Animations Pane

**Ans: a. Font Group**

**Explanation:** The Font group contains options for size, color, and style.

27. Which of these does Format Painter not copy?

- a. Font styles
- b. Text color
- c. Slide transitions
- d. Text alignment

**Ans: c. Slide transitions**

**Explanation:** Format Painter only copies text and shape formatting.

28. Which tab contains most of the text formatting options?

- a. Home
- b. View
- c. Slide Show
- d. Insert

**Ans: a. Home**

**Explanation:** The Home tab includes options for font, alignment, and text formatting.



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29. What does Format Painter apply?

- a. Text and object formatting
- b. New slides
- c. Slide transitions
- d. Sound effects

**Ans: a. Text and object formatting**

**Explanation:** Format Painter transfers formatting styles.

30. Which feature helps maintain a uniform text style across multiple slides?

- a. Transitions
- b. Slide Sorter
- c. Format Painter
- d. Animations

**Ans: c. Format Painter**

**Explanation:** Format Painter copies text formatting efficiently.

31. Which of the following is used to adjust the theme of a slide in PowerPoint?

- a. Slide Master
- b. Insert Tab
- c. View Tab
- d. Design Tab

**Ans: d. Design Tab**

**Explanation:** The Design Tab allows users to modify slide themes, backgrounds, and layouts to adjust the overall appearance of a presentation.



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32. How do you add a new text box to a slide in PowerPoint?

- a. Go to the 'Insert' tab and select 'Text Box'
- b. Go to the 'Home' tab and select 'Text Box'
- c. Right-click on the slide and choose 'Insert Text Box'
- d. Text boxes are added automatically when you add a new slide

**Ans: a. Go to the 'Insert' tab and select 'Text Box'**

**Explanation:** The Insert Tab provides options for adding various elements to slides, including text boxes for custom text placement.

33. Which of the following options will allow you to resize an image while maintaining its aspect ratio in PowerPoint?

- a. Use the corner handles of the image
- b. Use the side handles of the image
- c. Use the Crop option
- d. Right-click the image and select 'Resize'

**Ans: a. Use the corner handles of the image**

**Explanation:** Dragging the corner handles ensures that the image scales proportionally without distortion.

34. What is the purpose of the 'Slide Master' in PowerPoint?

- a. To apply a transition to all slides
- b. To set the overall layout and design for the entire presentation
- c. To insert animations on every slide
- d. To add background music to the slides

**Ans: b. To set the overall layout and design for the entire presentation**

**Explanation:** The Slide Master allows users to define themes, fonts, and layouts for all slides, ensuring a consistent design.



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35. In PowerPoint, how can you add a background image to all slides?

- a. Go to 'Design' tab, click 'Format Background' and select 'Picture or Texture Fill'
- b. Right-click on a slide and select 'Add Background'
- c. Go to the 'Insert' tab and select 'Picture'
- d. Use the 'Slide Master' to apply the background image to all slides

**Ans: a. Go to 'Design' tab, click 'Format Background' and select 'Picture or Texture Fill'**

**Explanation:** The Format Background option in the Design tab allows users to apply a background image to one or all slides.

36. How do you duplicate a slide in PowerPoint?

- a. Right-click the slide and select 'Duplicate Slide'
- b. Press 'Ctrl + D'
- c. Go to the 'Insert' tab and select 'Duplicate Slide'
- d. Both A and B are correct

**Ans: d. Both A and B are correct**

**Explanation:** Users can duplicate slides by right-clicking and selecting 'Duplicate Slide' or using the Ctrl + D shortcut for quick duplication.

37. What does the 'Slide Show' tab in PowerPoint allow you to do?

- a. Apply transitions to slides
- b. View the entire presentation in slideshow mode
- c. Set animation timings
- d. Edit the slide content

**Ans: b. View the entire presentation in slideshow mode**

**Explanation:** The Slide Show Tab provides options to start and manage a full-screen presentation.



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38. How do you add a chart to a slide in PowerPoint?

- a. Go to the 'Insert' tab and select 'Chart'
- b. Right-click on the slide and select 'Insert Chart'
- c. Use the 'Design' tab to insert a chart
- d. Charts are automatically added when you insert text

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

**Explanation:** The Insert Tab contains the Chart option, which allows users to add bar, pie, and other types of charts to a slide.

39. How can you adjust the order in which animations occur on a slide?

- a. Right-click on each animation and select 'Reorder'
- b. Use the 'Animation Pane' to change the order
- c. Go to the 'Design' tab and reorder animations
- d. Animations are ordered automatically and cannot be changed

**Ans: b. Use the 'Animation Pane' to change the order**

**Explanation:** The Animation Pane provides a list of all animations on a slide and allows users to reorder them.

40. Which of the following is a method for printing handouts of your PowerPoint presentation?

- a. Go to the 'File' tab and select 'Print', then choose 'Handouts' under 'Print Layout'
- b. Right-click on the slide and select 'Print Handouts'
- c. Use the 'View' tab and select 'Print Handouts'
- d. You cannot print handouts in PowerPoint

**Ans: a. Go to the 'File' tab and select 'Print', then choose 'Handouts' under 'Print Layout'**

**Explanation:** The Print options in the File Tab allow users to print handouts with multiple slides per page.



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41. What happens when you select "With Previous" for an animation in PowerPoint?

- a. The animation starts automatically as soon as the slide loads
- b. The animation starts after the previous animation finishes
- c. The animation starts as soon as you click
- d. The animation starts after a set delay

**Ans: a. The animation starts automatically as soon as the slide loads**

**Explanation:** The "With Previous" setting makes the animation play simultaneously with the previous one.

42. What is the function of the 'Format Painter' in PowerPoint?

- a. To duplicate slides
- b. To copy the formatting of one object and apply it to another
- c. To apply the same animation effect to multiple objects
- d. To copy content from one slide to another

**Ans: b. To copy the formatting of one object and apply it to another**

**Explanation:** The Format Painter tool quickly copies font, color, and style from one object to another.

43. What does the 'Hide Slide' feature do in PowerPoint?

- a. It removes the slide from the presentation permanently
- b. It hides the slide during the slide show, but keeps it in the presentation
- c. It prevents the slide from being printed
- d. It makes the slide invisible during editing

**Ans: b. It hides the slide during the slide show, but keeps it in the presentation**

**Explanation:** The Hide Slide option ensures the slide is skipped in slideshow mode but remains in the file.



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44. Which tab would you use to apply a color scheme to your entire PowerPoint presentation?

- a. Home
- b. Design
- c. View
- d. Slide Show

**Ans: b. Design**

**Explanation:** The Design Tab allows users to apply and customize color themes for all slides.

45. How can you create a custom animation path for an object in PowerPoint?

- a. Go to the 'Insert' tab and select 'Custom Animation'
- b. Use the 'Animation Pane' and select 'Add Animation' then 'Custom Path'
- c. Right-click on the object and select 'Add Custom Path'
- d. Custom paths are not available in PowerPoint

**Ans: b. Use the 'Animation Pane' and select 'Add Animation' then 'Custom Path'**

**Explanation:** The Custom Path animation allows objects to move along a user-defined trajectory.

46. What is the default slide layout when you open a new PowerPoint presentation?

- a. Title Slide
- b. Title and Content
- c. Blank Slide
- d. Two Content

**Ans: a. Title Slide**

**Explanation:** When a new PowerPoint presentation is opened, the first slide defaults to the Title Slide layout, which typically includes a title and subtitle.



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47. How can you add speaker notes to your PowerPoint slides?

- a. Go to the 'View' tab and select 'Notes Page'
- b. Right-click on the slide and select 'Add Notes'
- c. Go to the 'Insert' tab and select 'Notes'
- d. Speaker notes cannot be added in PowerPoint

**Ans: a. Go to the 'View' tab and select 'Notes Page'**

**Explanation:** The Notes Page view allows users to add and review speaker notes for presentation reference.

48. Where can you adjust the line spacing in PowerPoint?

- a. Paragraph group under the Home tab
- b. Insert tab
- c. View tab
- d. Design tab

**Ans: a. Paragraph group under the Home tab**

**Explanation:** Line spacing is adjusted from the Paragraph group in the Home tab.

49. Which option lets you adjust line spacing in PowerPoint?

- a. Line Spacing dropdown
- b. Text Alignment tool
- c. Format Painter
- d. Insert table

**Ans: a. Line Spacing dropdown**

**Explanation:** The Line Spacing dropdown lets you modify the space between lines of text.



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50. What does adjusting line spacing improve in a presentation?

- a. Readability
- b. Animation effects
- c. Slide transitions
- d. Hyperlink functionality

**Ans: a. Readability**

**Explanation:** Proper line spacing enhances the readability of text in presentations.

General Questions.

51. Which vertical alignment setting in PowerPoint places the text at the bottom of a text box?

- a. Top
- b. Center
- c. Bottom
- d. Middle

**Ans: c. Bottom**

**Explanation:** "Bottom Alignment" places the text at the bottom of the text box, useful when you want the text to appear at the bottom.

52. What is the default line spacing in PowerPoint?

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

**Ans: a. 1.0**

**Explanation:** The default line spacing in PowerPoint is set to 1.0, which means single-spaced text.



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53. What is the benefit of using a design template in PowerPoint?

- a. It makes your slides look uniform and professional
- b. It automatically adds text to all slides
- c. It inserts images in every slide
- d. It removes all background images

**Ans: a. It makes your slides look uniform and professional**

**Explanation:** Design templates ensure that all slides have a consistent and professional appearance, enhancing the presentation's overall design.

54. What is line spacing in MS PowerPoint?

- a. The space between words in a sentence
- b. The space between characters in a word
- c. The space between lines of text in a paragraph
- d. The space between paragraphs in a slide

**Ans: c. The space between lines of text in a paragraph**

**Explanation:** Line spacing refers to the vertical distance between lines of text in a paragraph. It can be adjusted to improve readability and the overall appearance of the text in PowerPoint.