



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

1. Where can you find the Table option to insert a table in PowerPoint?

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

Ans: a. Insert tab

Explanation: The Table option is located in the Insert tab.

2. What happens when you click the Table button in the Insert tab?

- a. It shows four options for inserting a table
- b. It inserts a table directly
- c. It opens a new presentation
- d. It links to an external file

Ans: a. It shows four options for inserting a table

Explanation: Clicking the Table button reveals four different ways to insert a table.

3. Which option lets you manually enter the number of rows and columns in a table?

- a. Draw Table
- b. Quick Table
- c. Insert Table
- d. Auto Table

Ans: c. Insert Table

Explanation: The Insert Table option allows you to specify the number of rows and columns.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

4. What does the Draw Table option allow you to do?

- a. Draw a table manually
- b. Insert a chart
- c. Adjust text alignment
- d. Apply a design template

Ans: a. Draw a table manually

Explanation: The Draw Table option enables drawing a table manually on the slide.

5. Where do you find the options to insert rows and columns in a table?

- a. Insert tab
- b. Table Tools Layout tab
- c. View tab
- d. Design tab

Ans: b. Table Tools Layout tab

Explanation: The Table Tools Layout tab allows inserting rows and columns.

6. Which option adds a row above the selected row in a table?

- a. Insert Left
- b. Insert Below
- c. Insert Above
- d. Insert Right

Ans: c. Insert Above

Explanation: The Insert Above option adds a row above the selected row.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

7. Which option adds a new column to the left of an existing column?

- a. Insert Left
- b. Insert Right
- c. Insert Above
- d. Insert Below

Ans: a. Insert Left

Explanation: The Insert Left option adds a new column to the left.

8. Where can you find the Insert Above, Insert Below, Insert Left, and Insert Right options?

- a. View tab
- b. Insert tab
- c. Home tab
- d. Rows and Columns group under Table Tools Layout

Ans: d. Rows and Columns group under Table Tools Layout

Explanation: These options are found in the Rows and Columns group under the Table Tools Layout tab.

9. Which tab do you use to insert a chart in PowerPoint?

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

Ans: a. Insert tab

Explanation: Charts are inserted using the Insert tab.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

10. What appears when you insert a chart into a slide?

- a. A new worksheet with data
- b. A new slide
- c. A table
- d. A background design

Ans: a. A new worksheet with data

Explanation: Inserting a chart opens a worksheet with data that can be edited.

11. How do you modify the data in a chart after it is inserted?

- a. Delete the chart
- b. Right-click the chart and select Edit Data
- c. Change the slide layout
- d. Open the Design tab

Ans: b. Right-click the chart and select Edit Data

Explanation: You can modify the chart's data by right-clicking and selecting Edit Data.

12. Where can you find the Chart option in PowerPoint?

- a. Insert tab → Illustrations group
- b. View tab
- c. Design tab
- d. Home tab

Ans: a. Insert tab → Illustrations group

Explanation: The Chart option is in the Illustrations group under the Insert tab.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

13. What happens after modifying the data in a chart?

- a. The slide layout changes
- b. The chart gets deleted
- c. A new worksheet appears
- d. You can close the worksheet and the chart updates

Ans: d. You can close the worksheet and the chart updates

Explanation: Once you modify the data, closing the worksheet automatically updates the chart.

14. What is SmartArt used for in PowerPoint?

- a. To create visual diagrams
- b. To insert hyperlinks
- c. To add transitions
- d. To create shapes

Ans: a. To create visual diagrams

Explanation: SmartArt is used to create visually appealing diagrams for displaying information.

15. Which tab is used to insert SmartArt in PowerPoint?

- a. Slide Show tab
- b. View tab
- c. Design tab
- d. Insert tab

Ans: d. Insert tab

Explanation: The Insert tab contains the SmartArt option.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

16. Where is the SmartArt option located in PowerPoint?

- a. Insert tab → Illustrations group
- b. View tab
- c. Design tab
- d. Home tab

Ans: a. Insert tab → Illustrations group

Explanation: The SmartArt option is located in the Illustrations group under the Insert tab.

17. Which of these is not a diagram type you can create with SmartArt?

- a. Lists
- b. Hierarchy
- c. Relationships
- d. Transitions

Ans: d. Transitions

Explanation: Transitions are animations, not diagrams in SmartArt.

18. What are Shapes in PowerPoint?

- a. Basic graphic elements
- b. Slide transitions
- c. Sound effects
- d. Backgrounds

Ans: a. Basic graphic elements

Explanation: Shapes are simple graphic elements like circles, squares, and arrows.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

19. Which of these is not a basic shape in PowerPoint?

- a. Circle
- b. Arrow
- c. Line
- d. Chart

Ans: d. Chart

Explanation: A chart is not a basic shape, but an element created using the Chart tool.

20. What is a hyperlink in PowerPoint?

- a. A clickable link
- b. A background element
- c. A text style
- d. A shape

Ans: a. A clickable link

Explanation: A hyperlink is a clickable link that can navigate to other slides, websites, or files.

21. Which tab is used to insert hyperlinks in PowerPoint?

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

Ans: a. Insert tab

Explanation: Hyperlinks are inserted from the Insert tab.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

22. Which destination can you link to with a hyperlink?

- a. A web page
- b. A specific slide
- c. An external file
- d. All of the above

Ans: d. All of the above

Explanation: Hyperlinks can link to web pages, slides, or external files.

23. To link to a webpage, which option should you choose in the Hyperlink dialog box?

- a. Link to a website
- b. Link to a slide
- c. Link to an external file
- d. Link to a shape

Ans: a. Link to a website

Explanation: Choose "Link to a website" to create a hyperlink to a webpage.

24. How do you insert a hyperlink to an external file?

- a. Use the Hyperlink button in the Home tab
- b. Select text or an object → Insert → Hyperlink → Link to an external file
- c. Insert a table and link it
- d. Insert a chart and link it

Ans: b. Select text or an object → Insert → Hyperlink → Link to an external file

Explanation: A hyperlink to an external file can be inserted from the Insert tab.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

25. What happens when you click a hyperlink during a PowerPoint presentation?

- a. It adds an animation
- b. It changes the slide layout
- c. It redirects you to the linked destination
- d. It closes the presentation

Ans: c. It redirects you to the linked destination

Explanation: Clicking a hyperlink takes you to the linked page, slide, or file.

26. How do you create a table in PowerPoint?

- a. Click the Insert tab → Table → Choose a method
- b. Use the Table Tools Layout tab
- c. Click the Design tab → Insert Table
- d. Right-click on the slide

Ans: a. Click the Insert tab → Table → Choose a method

Explanation: Tables are inserted from the Insert tab using various methods.

27. Which group in the Insert tab contains the Chart option?

- a. Tables
- b. Text
- c. Links
- d. Illustrations

Ans: d. Illustrations

Explanation: Charts are found in the Illustrations group under the Insert tab.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

28. What do you use SmartArt for in PowerPoint?

- a. To display information in a visual way
- b. To add hyperlinks
- c. To adjust text styles
- d. To insert tables

Ans: a. To display information in a visual way

Explanation: SmartArt is used to visually represent information.

29. After inserting a table, which tab appears automatically for table formatting?

- a. Format Tab
- b. Design Tab and Layout Tab (Table Tools)
- c. Insert Tab
- d. View Tab

Ans: b. Design Tab and Layout Tab (Table Tools)

Explanation: When a table is selected, the "Table Tools" contextual tabs appear, providing "Design" for styling and "Layout" for structure adjustments.

30. Which SmartArt category helps to represent repeating steps or a continuous sequence?

- a. List
- b. Process
- c. Cycle
- d. Relationship

Ans: c. Cycle

Explanation: The "Cycle" category is used to show a continuous process or a series of repeating events.



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Charts & Graphs to present visually	Last updated on	27 March 2025

31. What does a chart in PowerPoint help you do?

- a. Add text to the slide
- b. Show data visually
- c. Change the background of the slide
- d. Insert a picture

Ans: b. Show data visually

Explanation: A chart in PowerPoint is used to represent data in a visual format, making it easier to understand and compare information.

32. Which of the following shapes can you insert in PowerPoint?

- a. Circle
- b. Arrow
- c. Star
- d. All of the above

Ans: d. All of the above

Explanation: PowerPoint allows inserting various shapes such as circles, arrows, stars, and many more from the "Insert" tab under the "Shapes" option.

33. What is the keyboard shortcut to add a hyperlink in PowerPoint?

- a. Ctrl + H
- b. Ctrl + K
- c. Ctrl + L
- d. Ctrl + Shift + H

Ans: b. Ctrl + K

Explanation: In PowerPoint, pressing Ctrl + K opens the "Insert Hyperlink" dialog box, allowing a hyperlink to be added to selected text or objects.