



Name of the Bundle	Basic Bundle (2026)	Subject	MS Office V2
Topic	Formatting Presentation	Last updated on	23 March 2026

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.



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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.

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.



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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 straight on both left and right sides?

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

Ans: d. Justify Alignment

Explanation: Justifying alignment makes text evenly aligned on both sides.

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.



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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.



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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.

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 the 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.



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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 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.

21. 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.



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22. 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.

23. 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.

24. 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.



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25. 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.

26. What does Format Painter apply to?

- 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.

27. 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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28. 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.

29. 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.

30. 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.



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31. 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.

32. 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.

33. 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.