



Name of the Bundle	Basic Bundle (2025)	Subject	MS Office V2
Topic	Working With Multimedia	Last updated on	22 February 2025

1. Which group contains the Pictures option in the Insert tab?

- a. Images
- b. Media
- c. Slide Show
- d. Layout

**Ans: a. Images**

**Explanation:** The Pictures option is found in the Images group under the Insert tab.

2. Which feature is used to browse and insert pictures from online sources?

- a. Stock Images
- b. Slide Show
- c. Animation Pane
- d. Notes Page

**Ans: a. Stock Images**

**Explanation:** Pictures can be inserted from Stock Images, Online Pictures, or local files.

3. What happens after selecting a picture in the Insert Pictures dialog box and clicking Insert?

- a. The picture is deleted
- b. The slide background changes
- c. The picture is added to the slide
- d. The slide format changes

**Ans: c. The picture is added to the slide**

**Explanation:** Clicking "Insert" places the selected picture onto the slide.



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4. Which feature is used to adjust brightness in an image?

- a. Picture Formatting
- b. Artistic Effects
- c. Crop
- d. Brightness/Contrast

**Ans: d. Brightness/Contrast**

**Explanation:** The Brightness/Contrast option allows modifying an image's brightness and contrast levels.

5. Which option allows adding a border to an image?

- a. Picture Effects
- b. Compress
- c. Shape Height
- d. Insert Audio

**Ans: a. Picture Effects**

**Explanation:** Picture Effects provide options like shadows, borders, and reflections for images.

6. Which feature is used to change an image's color?

- a. Artistic Effects
- b. Picture Effects
- c. Change Color
- d. Compress

**Ans: c. Change Color**

**Explanation:** The Change Color feature modifies an image's color settings.



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7. Which feature reduces the file size of an image?

- a. Crop
- b. Compress
- c. Screenshot
- d. Screen Clipping

**Ans: b. Compress**

**Explanation:** The Compress feature helps reduce an image's file size without losing much quality.

8. Where can users find the "Arrange" and "Size" options for formatting pictures?

- a. Insert tab
- b. Home tab
- c. Format ribbon
- d. Slide Show tab

**Ans: c. Format ribbon**

**Explanation:** The "Arrange" and "Size" options are located in the Format ribbon for image formatting.

9. Which option allows for the removal of unwanted areas from an image?

- a. Crop
- b. Resize
- c. Brightness
- d. Compress

**Ans: a. Crop**

**Explanation:** The Crop tool is used to remove unwanted sections of an image.



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10. What does Shape Height/Width control?

- a. Image brightness
- b. Image dimensions
- c. Image cropping
- d. Image contrast

**Ans: b. Image dimensions**

**Explanation:** The Shape Height/Width feature adjusts the image's height and width.

Inserting Screenshots

11. Where is the Screenshot option located?

- a. Insert tab → Images group
- b. Home tab → Editing group
- c. View tab → Master group
- d. Animations tab → Timing group

**Ans: a. Insert tab → Images group**

**Explanation:** The Screenshot feature is found in the Images group of the Insert tab.

12. What does the Screenshot dropdown show?

- a. Image filters
- b. Color adjustment tools
- c. Full-screen snaps
- d. Sound effects

**Ans: c. Full-screen snaps**

**Explanation:** The Screenshot dropdown shows available full-screen snapshots.



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13. Which feature allows selecting only a portion of the screen for a screenshot?

- a. Screen Clipping
- b. Crop
- c. Resize
- d. Artistic Effects

**Ans: a. Screen Clipping**

**Explanation:** The Screen Clipping option captures a selected part of the screen.

Adding Audio

14. Which group contains the Audio option in the Insert tab?

- a. Media
- b. Images
- c. Design
- d. Layout

**Ans: a. Media**

**Explanation:** The Audio option is found under the Media group in the Insert tab.

15. Which option is used to add an audio file from a computer?

- a. Audio from File
- b. Audio Effects
- c. Insert Video
- d. Picture Effects

**Ans: a. Audio from File**

**Explanation:** The "Audio from File" option inserts an audio file stored on a computer.



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16. Which dialog box appears when inserting an audio file?

- a. Insert Picture
- b. Insert Screenshot
- c. Insert Audio
- d. Insert Video

**Ans: c. Insert Audio**

**Explanation:** The Insert Audio dialog box is used to browse and select an audio file.

17. What happens when an audio file is inserted into a slide?

- a. The slide layout changes
- b. The slide background changes
- c. The presentation closes
- d. It is added to the slide

**Ans: d. It is added to the slide**

**Explanation:** The audio file appears as an icon on the slide after insertion.

18. Where is the Video option located?

- a. Insert tab → Media group
- b. Home tab → Editing group
- c. View tab → Master group
- d. Animations tab → Timing group

**Ans: a. Insert tab → Media group**

**Explanation:** The Video option is available in the Media group under the Insert tab.



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19. Which option allows you to insert a video file from your computer?

- a. Video from File
- b. Video Effects
- c. Insert Screenshot
- d. Picture Effects

**Ans: a. Video from File**

**Explanation:** The "Video from File" option allows inserting a video stored on a computer.

20. Which dialog box appears when inserting a video file?

- a. Insert Video
- b. Insert Screenshot
- c. Insert Picture
- d. Insert Audio

**Ans: a. Insert Video**

**Explanation:** The Insert Video dialog box helps browse and select a video file.

21. What happens after inserting a video file into a slide?

- a. It appears on the slide
- b. The presentation closes
- c. The slide background changes
- d. The slide layout resets

**Ans: a. It appears on the slide**

**Explanation:** The video is placed on the slide for playback after insertion.



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22. Which of the following can be inserted into a slide?

- a. Text, Screenshot, Notes
- b. Hyperlinks, Footnotes, Borders
- c. Pictures, Audio, Video
- d. Fonts, Headers, Footers

**Ans: c. Pictures, Audio, Video**

**Explanation:** These are the main multimedia elements that can be inserted into slides.

23. Which feature is available under the Insert tab's Media group?

- a. Font Size
- b. Slide Master
- c. Video
- d. Picture Crop

**Ans: c. Video**

**Explanation:** The Media group under the Insert tab contains video, audio, and media-related options.

24. Which option is not available under the Insert tab?

- a. Screenshot
- b. Animation Pane
- c. Picture Effects
- d. Audio

**Ans: b. Animation Pane**

**Explanation:** The Animation Pane is found under the Animations tab, not Insert.





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25. Which tool helps organize inserted media on a slide?

- a. Arrange
- b. Compress
- c. Resize
- d. Screen Clipping

**Ans: a. Arrange**

**Explanation:** The Arrange tool helps position and align inserted media elements.

26. Which tab is mainly used for inserting multimedia?

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

**Ans: a. Insert**

**Explanation:** The Insert tab contains options for adding multimedia elements.

27. Which feature applies creative styles to an image?

- a. Resize
- b. Artistic Effects
- c. Screenshot
- d. Insert Video

**Ans: b. Artistic Effects**

**Explanation:** The Artistic Effects option applies creative styles like sketches and textures to an image.



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28. Which tab lets you insert pictures into a presentation?

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

**Ans: a. Insert**

**Explanation:** The Insert tab provides the option to insert pictures into a presentation.

29. Which feature allows resizing an inserted image by adjusting its dimensions?

- a. Crop
- b. Resize
- c. Compress
- d. Screenshot

**Ans: b. Resize**

**Explanation:** The "Resize" feature changes the height and width of an image.

30. What file format is commonly used for digital photographs and can be directly inserted into PowerPoint?

- a. TXT
- b. DOCX
- c. JPG/JPEG
- d. PDF

**Ans: c. JPG/JPEG**

**Explanation:** JPEG is a standard image format widely used for photographs and supported by PowerPoint.



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31. Can you edit a screenshot after inserting it into PowerPoint?

- a. No, screenshots cannot be edited.
- b. Yes, you can crop, resize, and apply picture styles to screenshots.
- c. Only basic resizing is possible.
- d. Only the color can be changed.

**Ans: b. Yes, you can crop, resize, and apply picture styles to screenshots.**

**Explanation:** Once inserted, screenshots are treated as images, allowing you to use PowerPoint's picture formatting tools.

32. What file format is commonly used for audio in PowerPoint presentations?

- a. .txt
- b. .docx
- c. .mp3
- d. .xlsx

**Ans: c. .mp3**

**Explanation:** MP3 is a widely compatible and compressed audio format, making it ideal for presentations.

33. What is the primary purpose of adding audio to a PowerPoint presentation?

- a. To increase the file size.
- b. To add visual effects.
- c. To enhance engagement and convey information.
- d. To replace text content.

**Ans: c. To enhance engagement and convey information.**

**Explanation:** Audio can make presentations more engaging and provide additional context or information.



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34. What does the "Hide During Show" option do for an audio icon?

- a. Makes the audio play silently.
- b. Makes the audio play only on the last slide.
- c. Makes the audio icon invisible during the presentation.
- d. Makes the audio icon appear larger.

**Ans: c. Makes the audio icon invisible during the presentation.**

**Explanation:** This hides the audio icon from the audience, providing a cleaner look.

35. Which playback option allows an audio clip to play automatically when a slide appears?

- a. On Click
- b. Play Across Slides
- c. Automatically
- d. In Sequence

**Ans: c. Automatically**

**Explanation:** "Automatically" starts the audio as soon as the slide is displayed.

36. Which option allows a video to loop continuously in a slide?

- a. Play Full Screen.
- b. Loop until Stopped.
- c. Rewind after Playing.
- d. Hide While Not Playing.

**Ans: b. Loop until Stopped.**

**Explanation:** Selecting "Loop until Stopped" will make the video repeat indefinitely until you manually stop it.