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|  | <b>Selvam College Of Technology, Namakkal<br/>(Autonomous)<br/>IT Support &amp; Development Training Programme<br/>(ISDTP)</b> |  |
| <b>Worksheet -5 (MS-PowerPoint -1)</b>   |  |   |
| <b>Bundle &amp; Subject Name</b>   | Basic Bundle (2025) & MS Office V2   | <b>Semester</b> II  |

### Answer Key

1. Which tool is commonly used to create digital presentations?

- A) MS Word                                      B) MS PowerPoint  
C) MS Excel                                      D) MS Paint

**Ans: B) MS PowerPoint**

2. Which shortcut key is used to insert a new slide in PowerPoint?

- A) Ctrl + S                                      B) Ctrl + M  
C) Ctrl + N                                      D) Ctrl + P

**Ans: B) Ctrl + M**

3. What is the default slide layout in PowerPoint when you create a new slide?

- A) Title Slide                                      B) Blank Slide  
C) Title and Content                                      D) Two Content

**Ans: C) Title and Content**

4. Which of the following file formats is used to save a PowerPoint presentation?

- A) .pptx                                      B) .xlsx  
C) .docx                                      D) .txt

**Ans: A) .pptx**

5. Which layout is usually used for the first slide in a presentation?

- A) Title Slide                                      B) Two Content  
C) Blank Slide                                      D) Comparison

**Ans: A) Title Slide**

6. Which key is used to move to the next slide in a presentation?

- A) Esc                                      B) Backspace  
C) Right Arrow Key                                      D) Up Arrow Key

**Ans: C) Right Arrow Key**

7. Which method helps in reordering slides in Normal View?

- A) Drag and drop the slide to a new position  
B) Right-click and choose "Sort Slides"  
C) Select "Arrange Slides" from the View tab  
D) Use the Review tab

**Ans: A) Drag and drop the slide to a new position**

8. A single page in a PowerPoint presentation is called a \_\_\_\_\_.

- A) Page                                      B) Sheet  
C) Slide                                      D) Document

**Ans: C) Slide**

9. Which shortcut key is used to duplicate a slide in PowerPoint?

- A) Ctrl + D                                      B) Ctrl + C  
C) Ctrl + V                                      D) Ctrl + X

**Ans: A) Ctrl + D**

10. Which shortcut key is used to delete a slide in PowerPoint?

- A) Ctrl + D  
B) Delete  
C) Ctrl + Del  
D) Alt + Delete

**Ans: B) Delete**