

Selvam College Of Technology, Namakkal (Autonomous)

IT Support & Development Training Programme (ISDTP)



Workshoot -6	(MS-PowerPoint -	2
MADIVOHEEF -O	INIO-FUNCIFUIIL -	

Bundle 8
Subject
Name

Basic Bundle (2025) & MS Office V2

Semester

Ш

Answer Key

- 1. Which PowerPoint view is used for creating and editing slides?
 - A) Slide Sorter View

B) Normal View

C) Reading View

D) Slideshow View

Ans: B. Normal View

- 2. Which view starts the presentation in full-screen mode for delivering the slideshow?
 - A) Normal View

B) Slide Sorter View

C) Slideshow View

D) Reading View

Ans: C. Slideshow View

- 3. Which shortcut key starts a slideshow from the current slide instead of the beginning?
 - A) F5

B) Shift + F5

C) Ctrl + F5

D) Alt + F4

Ans: B. Shift + F5

- 4. Which are the two types of slide orientations in PowerPoint?
 - A) Vertical and Horizontal
 - B) Portrait and Landscape
 - C) Slide and Page
 - D) Normal and Wide

Ans: B. Portrait and Landscape

- 5. Which slide orientation is set by default in PowerPoint?
 - A) Portrait

B) Landscape

C) Square

D) Custom

Ans: B. Landscape

- 6. How can you change the slide orientation in PowerPoint?
 - A) Design Tab → Slide Orientation
 - B) View Tab → Orientation
 - C) Home Tab → Layout
 - D) File Tab → Page Setup

Ans: A. Design Tab → Slide Orientation

- 7. Which of the following allows you to apply an image as the background in PowerPoint?
 - A) Solid Fill

B) Picture Fill

C) Gradient Fill

D) Texture Fill

Ans: B. Picture Fill

- 8. Which design tool in PowerPoint can be used to modify the background of a single slide or all slides?
 - A) Slide Master

B) Format Background

C) Design Ideas

D) Text Fill

Ans: B. Format Background

- 9. Which view is best for rearranging slides in PowerPoint?
 - A) Slide Sorter View

B) Notes Page View

C) Reading View

D) Slide Show View

Ans: A. Slide Sorter View

- 10. What is the primary use of the Reading View in PowerPoint?
 - A) To create and edit content on the slides
 - B) To view the presentation in a full-screen format without editing
 - C) To view speaker notes
 - D) To rearrange the order of slides

Ans: B. To view the presentation in a full-screen format without editing