
	Selvam College Of Technology, Namakkal (Autonomous) IT Support & Development Training Programme (ISDTP)		
Worksheet -7 (MS-PowerPoint-3)			
Bundle & Subject Name	Basic Bundle (2025) & MS Office V2	Semester	II

Answer Key

1. Which of the following elements can be included in a header or footer in PowerPoint?

- A) Slide number, Date, and Presentation title
- B) Speaker notes and animations
- C) Charts and graphs
- D) Video and audio clips

Ans: A. Slide number, Date, and Presentation title

2. Which tab allows you to add headers and footers in PowerPoint?

- A) In the 'Animations' tab
- B) In the 'Design' tab
- C) In the 'Insert' tab under 'Header & Footer'
- D) In the 'Slide Show' tab

Ans: C. In the 'Insert' tab under 'Header & Footer'

3. Which keyboard shortcut is used to exit a presentation in PowerPoint?

- A) Esc
- B) Ctrl + X
- C) Alt + F4
- D) Shift + Esc

Ans: A. Esc

4. What is a transition in PowerPoint?

- A) A special effect applied to objects on a slide
- B) A visual effect that controls how one slide changes to another
- C) A text effect used to animate titles and bullet points
- D) A feature that controls the speed of slide navigation

Ans: B. A visual effect that controls how one slide changes to another

5. What does the "Duration" setting in a slide transition do?

- A) Controls how long the transition effect lasts
- B) Sets the time interval between slides
- C) Defines how long the animation takes to complete
- D) Determines how quickly the transition effect is applied

Ans: A. Controls how long the transition effect lasts

6. What is the purpose of animations in PowerPoint?

- A) To control the way a slide enters and exits the screen
- B) To apply effects to objects like text, images, and shapes within a slide
- C) To adjust the layout and design of the entire presentation
- D) To apply background music to the slides

Ans: B. To apply effects to objects like text, images, and shapes within a slide

7. In PowerPoint, which of the following can be animated?

- A) Text
- B) Images
- C) Shapes
- D) All of the above

Ans: D. All of the above

8. How can you remove an animation effect from an object?

- A) Select the object, go to the 'Animations' tab, and choose 'None'
- B) Right-click the object and select 'Remove Animation'
- C) Go to 'Design' tab and deselect the animation
- D) Both A and B are correct

Ans: D. Both A and B are correct

9. What is the maximum number of animations you can apply to an object in PowerPoint?

- A) 1
- B) 2
- C) 3
- D) No limit

Ans: D. No limit

10. How can you add slide numbers to all slides in a PowerPoint presentation?

- A) Go to the 'Insert' tab and click 'Slide Number'
- B) Go to the 'Design' tab and click 'Slide Number'
- C) Right-click on a slide and select 'Add Slide Number'
- D) Slide numbers are added automatically to all slides

Ans: A. Go to the 'Insert' tab and click 'Slide Number'