
	Selvam College Of Technology, Namakkal (Autonomous) IT Support & Development Training Programme (ISDTP)		
Worksheet-8 (MS-PowerPoint-4)			
Bundle &Subject Name	Basic Bundle (2025) & MS Office V2	Semester	II

Answer Key

1. Which tab in PowerPoint contains most of the formatting options?

- A) Insert B) Home
C) Slide Show D) Review

Ans: B) Home

2. 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

3. 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

4. Which vertical alignment setting in PowerPoint places the text at the bottom of a text box?

- A) Top B) Center
C) Bottom D) Middle

Ans: C) Bottom

5. What is the default line spacing in PowerPoint?

- A) 1.0 B) 1.5
C) 2.0 D) 1.15

Ans: A) 1.0

6. 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

7. What is a design template in PowerPoint?

- A) A pre-designed slide layout
B) A new font style
C) A type of animation
D) A text alignment feature

Ans: A) A pre-designed slide layout

8. 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

9. Which tool is used to copy formatting from one object to another?

- A) Format Painter B) Slide Sorter
C) Animations Pane D) Text Box

Ans: A) Format Painter

10. Where is the Format Painter tool located?

- A) Home → Clipboard B) Insert → Shapes
C) Design → Themes D) Slide Show → Transitions

Ans: A) Home → Clipboard