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1. How many presentation views are listed in the PPT?
    a. Four
    b. Two
    c. Five
    d. Three

Ans: a. Four

Explanation: The four views are Normal, Slide Sorter, Reading and Slide Show.

2. Which view is the default editing view?
    a. Reading View
    b. Slide Sorter View
    c. Normal View
    d. Slide Show

Ans: c. Normal View

Explanation: Normal View is the main working and editing view.

3. What is Normal View used for?
    a. Presenting slides
    b. Creating and editing slides
    c. Viewing slides only
    d. Taking screenshots

Ans: b. Creating and editing slides

Explanation: Normal View is used to create and edit slides.

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4. What is shown on the left side in Normal View?
    a. Footer options
    b. Picture tools
    c. Full presentation
    d. Slide thumbnails

Ans: d. Slide thumbnails

Explanation: Normal View displays slide thumbnails on the left.

5. What is shown in the large area of Normal View?
    a. Taskbar
    b. Current slide
    c. File menu
    d. Slide numbers

Ans: b. Current slide

Explanation: The large area displays the current slide.

6. Which view displays all slides at one time?
    a. Normal View
    b. Reading View
    c. Slide Show
    d. Slide Sorter View

Ans: d. Slide Sorter View

Explanation: Slide Sorter View shows all slides as small images.

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7. What are small versions of slides called?
    a. Themes
    b. Thumbnails
    c. Templates
    d. Footers

Ans: b. Thumbnails

Explanation: Small versions of slides are called thumbnails.

8. What can you do with slides in Slide Sorter View?
    a. Change file name
    b. Open PowerPoint
    c. Add footer only
    d. Rearrange slides

Ans: d. Rearrange slides

Explanation: Slides can be rearranged in Slide Sorter View.

9. Which view displays a presentation in a window?
    a. Slide Show
    b. Normal View
    c. Reading View
    d. Slide Sorter View

Ans: c. Reading View

Explanation: Reading View displays the presentation in a window.

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10. What is Reading View used for?
    a. Changing themes
    b. Adding screenshots
    c. Previewing slides
    d. Editing pictures

Ans: c. Previewing slides

Explanation: Reading View is used to preview slides.

11. What happens in Reading View?
    a. The presentation appears in a window
    b. The presentation closes
    c. Slides are deleted
    d. A new presentation opens

Ans: a. The presentation appears in a window

Explanation: Reading View displays the presentation in a window.

12. Which view displays the presentation in full-screen mode?
    a. Reading View
    b. Slide Sorter View
    c. Normal View
    d. Slide Show

Ans: d. Slide Show

Explanation: Slide Show displays the presentation in full-screen mode.

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13. What is Slide Show mainly used for?
    a. Editing slides
    b. Presenting to an audience
    c. Adding text boxes
    d. Rearranging slides

Ans: b. Presenting to an audience

Explanation: Slide Show is used to present slides to an audience.

14. Which tab can be used to start a Slide Show?
    a. Design
    b. Insert
    c. Slide Show
    d. File

Ans: c. Slide Show

Explanation: The Slide Show tab contains options to start the presentation.

15. Which option starts the presentation from the first slide?
    a. Normal View
    b. From Current Slide
    c. Reading View
    d. From Beginning

Ans: d. From Beginning

Explanation: From Beginning starts the presentation from the first slide.

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16. Which option starts the presentation from the selected slide?
    a. Slide Sorter
    b. From Current Slide
    c. From Beginning
    d. Normal View

Ans: b. From Current Slide

Explanation: From Current Slide starts the presentation from the current slide.

17. Which key starts the Slide Show from the first slide?
    a. Ctrl + S
    b. F12
    c. F5
    d. Ctrl + D

Ans: c. F5

Explanation: F5 starts the Slide Show from the first slide.

18. Which shortcut starts the Slide Show from the current slide?
    a. Alt + F5
    b. Shift + F5
    c. Ctrl + F5
    d. Ctrl + Shift + S

Ans: b. Shift + F5

Explanation: Shift + F5 starts the presentation from the current slide.

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19. Which key exits the Slide Show?

    a. F12
    b. Ctrl
    c. Escape
    d. F5

Ans: c. Escape

Explanation: Escape exits the Slide Show.

20. Which option can also be used to end the Slide Show?

    a. New Slide
    b. Duplicate Slide
    c. Save As
    d. End Show

Ans: d. End Show

Explanation: End Show can be used to exit the presentation.

21. Which tab is used to insert a picture?

    a. Design
    b. File
    c. Insert
    d. View

Ans: c. Insert

Explanation: Pictures can be inserted from the Insert tab.

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22. Which option is used to insert a picture?
    a. Footer
    b. Pictures
    c. Themes
    d. Slide Sorter

Ans: b. Pictures

Explanation: Insert → Pictures is used to add a picture.

23. Which image format is commonly used for digital photographs?
    a. TXT
    b. DOCX
    c. JPG/JPEG
    d. XLSX

Ans: c. JPG/JPEG

Explanation: JPG/JPEG is commonly used for digital photographs.

24. Which feature adjusts the brightness of a picture?
    a. Slide Sorter
    b. Picture editing
    c. Footer
    d. Design Template

Ans: b. Picture editing

Explanation: Picture editing tools can adjust brightness and other picture settings.

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25. Which picture editing option changes the picture's color?
    a. Save As
    b. New Slide
    c. Change the color
    d. Slide Show

Ans: c. Change the color

Explanation: Change the color option modifies the picture's color.

26. Which feature can be applied to a picture?
    a. Footer
    b. Artistic effects
    c. Slide Number
    d. New Slide

Ans: b. Artistic effects

Explanation: Artistic effects can be applied to pictures.

27. Which feature can be used to add effects to a picture?
    a. Footer
    b. Reading View
    c. Picture effects
    d. Slide Sorter

Ans: c. Picture effects

Explanation: Picture effects can be used to format a picture.

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28. Which feature is used to remove unwanted parts of an image?
    a. Theme
    b. Crop
    c. Save
    d. Footer

Ans: b. Crop

Explanation: Crop removes unwanted parts of a picture.

29. What can Crop be based on?
    a. Footer text
    b. File name
    c. Slide number
    d. Aspect ratio

Ans: d. Aspect ratio

Explanation: Cropping can be done using an aspect ratio.

30. Which feature changes the height and width of a picture?
    a. Reading View
    b. Format Painter
    c. Shape Height/Width
    d. Slide Number

Ans: c. Shape Height/Width

Explanation: Height and Width options change the picture size.

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31. What is Insert Screenshot used for?
    a. Changing a theme
    b. Capturing an open window
    c. Creating a new slide
    d. Saving a presentation

Ans: b. Capturing an open window

Explanation: Screenshot captures an open window and inserts it into the slide.

32. Which option captures only a selected part of the screen?
    a. Normal View
    b. Available Windows
    c. Screen Clipping
    d. Slide Sorter

Ans: c. Screen Clipping

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

33. Which shortcut is used for Screen Clipping?
    a. Ctrl + M
    b. Win + Shift + S
    c. Ctrl + D
    d. Ctrl + Shift + S

Ans: b. Win + Shift + S

Explanation: Win + Shift + S is used to capture a selected screen area.

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34. Which menu path is used to insert a screenshot?
    a. View → Screenshot
    b. File → Screenshot
    c. Design → Screenshot
    d. Insert → Screenshot

Ans: d. Insert → Screenshot

Explanation: Screenshot is available under the Insert tab.

35. What is a design template?
    a. A screenshot tool
    b. A file storage location
    c. A pre-designed slide design
    d. A picture editing tool

Ans: c. A pre-designed slide design

Explanation: A design template provides a ready-made slide design.

36. What can a design template include?
    a. Only tables
    b. Only pictures
    c. Only numbers
    d. Backgrounds, colors and fonts

Ans: d. Backgrounds, colors and fonts

Explanation: A design template can include backgrounds, colors, fonts and formatting.

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37. What is the benefit of a design template?
    a. Adds screenshots
    b. Makes slides uniform
    c. Closes PowerPoint
    d. Deletes slides

Ans: b. Makes slides uniform

Explanation: A design template helps make slides look consistent.

38. Where can you find PowerPoint themes?
    a. View tab
    b. Design tab
    c. File tab
    d. Insert tab

Ans: b. Design tab

Explanation: Themes can be selected from the Design tab.

39. What does Format Painter do?
    a. Captures a screen
    b. Adds a new slide
    c. Copies formatting
    d. Deletes formatting

Ans: c. Copies formatting

Explanation: Format Painter copies formatting from one item to another.

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40. Where is Format Painter available?

a. View ribbon
b. Design ribbon
c. Home ribbon
d. Slide Show ribbon

Ans: c. Home ribbon

Explanation: Format Painter is available in the Clipboard group under the Home ribbon.