

Microsoft PowerPoint Questions and Answers Pdf

1. What are the symbols used to identify items in a list?

- a. Icons
- b. Markers
- c. Bullets
- d. Graphics

Ans: C

2. Any and every command can be found on the

- a. drawing toolbar
- b. formatting toolbar
- c. standard toolbar
- d. menu bar

Ans: D

3. The slide that is used to introduce a topic and set the tone for the presentation is called the

- a. table slide
- b. graph slide
- c. bullet slide
- d. title slide

Ans: D

4. Which of the following is the default page setup orientation for notes pages, outlines and handouts?

- a. Vertical
- b. Landscape
- c. Portrait
- d. None of these

Ans: C

5. Presentation designs regulate the formatting and layout for the slide and are commonly called

- a. design plates
- b. templates
- c. placeholders

d. blueprints

Ans: B

6. Which of the following toolbars provides different options in various master views?

a. Common tasks toolbar

b. Drawing toolbar

c. Formatting toolbar

d. Standard toolbar

Ans: A

7. The PowerPoint view that displays only text (title and bullets) is

a. slide show

b. slide sorter view

c. notes page view

d. outline view

Ans: D

8. The handout master contains placeholders for all of the following except

a. Slide number

b. Title

c. Footer

d. Header

Ans: B

9. To add a header or footer to your handout, you can use

a. the title master

b. the slide master

c. the handout master

d. all of these

Ans: C

10. In Microsoft PowerPoint two kind of sound effects files that can be added to presentation are

a. .wav files and .mid files

b. .wav files and .gif files

c. .wav files and .jpg files

d. .jpg files and .gif files

Ans: A

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