

Microsoft PowerPoint Quiz Questions and Answers Pdf

1. Which of the following you must first complete in order to delete an object?
 - a. Double click the image
 - b. Select the image
 - c. Resise the image
 - d. Move the image to a new location

Ans: B
2. Which of the following tools enable you to add text to a slide without using the standard placeholders?
 - a. Text box tool
 - b. Line tool
 - c. Fill color
 - d. Auto shaped tool

Ans: A
3. A cell is defined as
 - a. the insertion of a column and a row
 - b. an input box
 - c. a rectangular marker
 - d. all of these

Ans: A
4. To edit the text within the boxes of an organisation chart, you
 - a. select the box and text, then make the changes
 - b. select the box, then make the changes
 - c. highlights the text, then make the changes
 - d. highlight the text then make the change

Ans: A
5. Which of the following format options should be used to display dollars on an axis?
 - a. Normal
 - b. Percentage
 - c. Currency
 - d. Comma

Ans: C

6. Which of the following should be used with the mouse when you want to draw a perfect shape?

- a. The spacebar
- b. The alt key
- c. The ctrl key
- d. The shift key

Ans: D

7. Which key deletes text before, or the left of, the insertion point?

- a. Backspace
- b. Page up
- c. Delete
- d. P age down

Ans: A

8. A file which contains readymade styles that can be used for a presentations is called

- a. auto style
- b. template
- c. wizard
- d. pre-formatting

Ans: B

9. Microsoft PowerPoint is a

- a. Database program
- b. Spreadsheet program
- c. Presentation program
- d. Word processing program

Ans: C

10. What is the name of the form used to input chart values?

- a. Datasheet
- b. Microsoft Excel
- c. Microsoft graph
- d. Auto form

Ans: A