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GROUP OF INSTITUTIONS
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Chapter 5: Presentation

Q1. Which of the following is a presentation software?

A) MS Excel
B) MS PowerPoint
C) MS Access
D) MS Word
Answer: B) MS PowerPoint

Q2. Which key is used to start a slide show from the beginning?

A) F2
B) F5
C) F7
D) F10
Answer: B) F5

Q3. Which key combination is used to start a slide show from the current slide?

A) Shift + F5
B) Ctrl + F5
C) Alt + F5
D) F5
Answer: A) Shift + F5

Q4. The visual effect when moving from one slide to another is called?

A) Animation
B) Transition
C) Template
D) Layout
Answer: B) Transition

Q5. The effect applied to individual objects/text on a slide is called?

A) Transition
B) Animation
C) Master Slide
D) Template
Answer: B) Animation

Q6. Which slide is used to apply a consistent design and formatting to all slides in a presentation?

A) Title Slide
B) Master Slide
C) Blank Slide
D) Notes Slide
Answer: B) Master Slide

Q7. The default file extension of a PowerPoint presentation is?

A) .pptx
B) .docx
C) .xlsx
D) .pdf
Answer: A) .pptx

Q8. Which view shows only text/outline of slides without graphics?

A) Slide Sorter View
B) Normal View
C) Outline View
D) Notes View
Answer: C) Outline View

Q9. Which view is used to rearrange the order of slides easily?

A) Normal View
B) Slide Sorter View
C) Notes Page View
D) Reading View
Answer: B) Slide Sorter View

Q10. Where can a presenter write notes/reminders about a slide that are not visible to the audience?

A) Header

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B) Speaker Notes
C) Footer
D) Comments only
Answer: B) Speaker Notes

Q11. Which feature allows a slide show to run automatically without manual clicks?

A) Manual Show
B) Automating a Slide Show
C) Transition Only
D) Animation Only
Answer: B) Automating a Slide Show

Q12. Which of the following can be inserted into a slide?

A) Table
B) Picture
C) Video/Sound
D) All of the above
Answer: D) All of the above

Q13. What is the shortcut key to end a slide show?

A) Esc
B) F5
C) Ctrl + End
D) Alt + F4
Answer: A) Esc

Q14. Printed copies of slides given to the audience are called?

A) Notes
B) Handouts
C) Templates
D) Layouts
Answer: B) Handouts

Q15. A pre-designed set of colors, fonts and effects used to create a presentation quickly is called a?

A) Template
B) Master Slide
C) Layout
D) Theme
Answer: A) Template

Q16. Which shortcut key is used to insert a new slide in PowerPoint?

A) Ctrl + M
B) Ctrl + N
C) Ctrl + S
D) Ctrl + D
Answer: A) Ctrl + M

Q17. Which shortcut key is used to duplicate a selected slide?

A) Ctrl + D
B) Ctrl + M
C) Ctrl + N
D) Ctrl + S
Answer: A) Ctrl + D

Q18. Which of the following allows moving to the next slide during a slide show?

A) Enter/Spacebar/Right Arrow
B) Esc
C) Backspace only
D) Tab
Answer: A) Enter/Spacebar/Right Arrow

Q19. Which of the following allows moving to the previous slide during a slide show?

A) Left Arrow/Backspace
B) Enter
C) Spacebar
D) Tab
Answer: A) Left Arrow/Backspace

Q20. Which of the following is used to add a picture/image from the local computer to a slide?

A) Insert > Pictures
B) Insert > Table
C) Insert > Chart
D) Insert > Header
Answer: A) Insert > Pictures

Q21. Which of the following is used to add a chart to a slide?

A) Insert > Chart
B) Insert > Picture
C) Insert > Video
D) Insert > Header
Answer: A) Insert > Chart

Q22. Which of the following is used to add a table to a slide?

A) Insert > Table
B) Insert > Chart
C) Insert > Video
D) Insert > Notes
Answer: A) Insert > Table

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Q23. Which of the following slide layout typically appears as the first slide of a presentation?

A) Title Slide
B) Content Slide
C) Blank Slide
D) Comparison Slide
Answer: A) Title Slide

Q24. Which of the following allows setting the amount of time a slide stays on screen automatically before moving to the next?

A) Slide Timing
B) Animation
C) Master Slide
D) Layout
Answer: A) Slide Timing

Q25. Which of the following is used to add sound/music to a slide?

A) Insert > Audio
B) Insert > Table
C) Insert > Chart
D) Insert > Picture only
Answer: A) Insert > Audio

Q26. Which of the following is used to add a video to a slide?

A) Insert > Video
B) Insert > Chart
C) Insert > Table
D) Insert > Symbol
Answer: A) Insert > Video

Q27. Which of the following describes the "Reading View" in PowerPoint?

A) Displays the presentation as a slide show within the window, with basic navigation controls
B) Displays only text outline
C) Displays slides as small thumbnails
D) Displays only notes
Answer: A) Displays the presentation as a slide show within the window, with basic navigation controls

Q28. Which of the following is used to hide the current slide during editing (exclude from slideshow)?

A) Hide Slide (right-click option)
B) Delete Slide
C) Ctrl + H
D) Ctrl + D
Answer: A) Hide Slide (right-click option)

Q29. Which of the following is used to resize an inserted picture/object in a slide?

A) Dragging the corner handles of the object
B) Deleting the object
C) Cutting the object
D) Renaming the object
Answer: A) Dragging the corner handles of the object

Q30. Which of the following is used to change the color scheme of an entire presentation?

A) Theme/Design Tab
B) Insert Tab
C) Review Tab
D) View Tab
Answer: A) Theme/Design Tab

Q31. Which of the following is a benefit of using Master Slide?

A) Applying consistent formatting across all slides at once
B) Deleting all slides
C) Hiding the presentation
D) Printing slides only
Answer: A) Applying consistent formatting across all slides at once

Q32. Which of the following is used to print only selected slides of a presentation?

A) Print > Custom Range
B) Print > All Slides only
C) Save As
D) Slide Sorter View
Answer: A) Print > Custom Range

Q33. Which of the following describes "Rehearse Timings" feature?

A) Practicing and recording the time taken for each slide during a run-through
B) Adding sound effects
C) Adding animation
D) Changing slide layout
Answer: A) Practicing and recording the time taken for each slide during a run-through

Q34. Which of the following allows adding page numbers to slides?

A) Insert > Header & Footer > Slide Number

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B) Insert > Table
C) Insert > Chart
D) Insert > Symbol
Answer: A) Insert > Header & Footer > Slide Number

Q35. Which of the following file format allows a presentation to run automatically as a slideshow when opened?

A) .ppsx
B) .pptx
C) .docx
D) .xlsx
Answer: A) .ppsx

Q36. Which of the following is used to group multiple objects together on a slide?

A) Group
B) Ungroup
C) Align
D) Distribute
Answer: A) Group

Q37. Which of the following is used to arrange objects in front of or behind other objects on a slide?

A) Bring Forward/Send Backward
B) Group
C) Align
D) Rotate
Answer: A) Bring Forward/Send Backward

Q38. Which of the following slide element typically displays the topic/title of a slide?

A) Title Placeholder
B) Content Placeholder
C) Footer
D) Header
Answer: A) Title Placeholder

Q39. Which of the following is used to add clip art/pictures from an online source?

A) Insert > Online Pictures
B) Insert > Table
C) Insert > Notes
D) Insert > Symbol
Answer: A) Insert > Online Pictures

Q40. Which of the following is the correct term for the overall visual design (colors, fonts, effects) applied consistently to a presentation?

A) Theme
B) Animation
C) Transition
D) Notes
Answer: A) Theme

Q41. Which of the following key deletes the currently selected slide in Slide Sorter or Normal view?

A) Delete
B) Backspace only
C) Esc
D) Tab
Answer: A) Delete

Q42. Which of the following is used to add a border or outline to a shape/text box?

A) Shape Outline
B) Shape Fill
C) Shape Effects
D) Text Direction
Answer: A) Shape Outline

Q43. Which of the following describes "Slide Transition Sound"?

A) A sound effect played when moving from one slide to another
B) Background music throughout the presentation
C) Narration recorded for the slide
D) None of the above
Answer: A) A sound effect played when moving from one slide to another

Q44. Which of the following view allows adding detailed speaker notes below each slide thumbnail?

A) Notes Page View
B) Slide Sorter View
C) Reading View
D) Outline View
Answer: A) Notes Page View

Q45. Which of the following allows exporting a presentation as images for each slide?

A) Save As > Image format (e.g. JPEG)
B) Save As > PPTX
C) Print Preview
D) Slide Sorter
Answer: A) Save As > Image format (e.g. JPEG)

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Q46. Which of the following is used to add a new text box to a slide?

A) Insert > Text Box
B) Insert > Table
C) Insert > Chart
D) Insert > Video
Answer: A) Insert > Text Box

Q47. Which of the following best describes "Slide Layout"?

A) The arrangement of placeholders (title, content, images) on a slide
B) The color theme of a presentation
C) The sound effects used
D) The animation style
Answer: A) The arrangement of placeholders (title, content, images) on a slide

Q48. Which of the following is used to check spelling errors in a PowerPoint presentation?

A) Review > Spelling
B) Insert > Spelling
C) View > Spelling
D) Design > Spelling
Answer: A) Review > Spelling

Q49. Which of the following allows a presenter to see upcoming slides and notes while the audience only sees the current slide?

A) Presenter View
B) Reading View
C) Slide Sorter View
D) Outline View
Answer: A) Presenter View

Q50. Which of the following best defines Presentation software?

A) Software used to create slideshows combining text, images, audio and video for presenting information
B) Software used only for typing documents
C) Software used only for calculations
D) Software used only for browsing internet
Answer: A) Software used to create slideshows combining text, images, audio and video for presenting information

Q51. Which of the following key is used to move to the next placeholder on a slide while editing?

A) Tab
B) Enter
C) Esc
D) Delete
Answer: A) Tab

Q52. Which of the following feature allows setting a specific slide to not advance automatically during auto-play?

A) Setting manual advance for that slide's transition
B) Deleting the slide
C) Hiding the slide
D) Duplicating the slide
Answer: A) Setting manual advance for that slide's transition

Q53. Which of the following describes the 'Design Ideas' feature in modern PowerPoint?

A) Suggests automatic design layouts for the current slide's content
B) Deletes unused slides
C) Compresses images
D) Checks spelling
Answer: A) Suggests automatic design layouts for the current slide's content

Q54. Which of the following allows compressing images to reduce the overall file size of a presentation?

A) Compress Pictures option
B) Insert Picture only
C) Crop Picture only
D) Format Painter
Answer: A) Compress Pictures option

Q55. Which of the following is used to crop an inserted image to a specific shape or size?

A) Crop tool
B) Compress Pictures
C) Insert Chart
D) Insert Table
Answer: A) Crop tool

Q56. Which of the following allows recording narration/audio directly onto slides?

A) Record Slide Show / Record Audio
B) Insert Video only
C) Insert Table
D) Transition
Answer: A) Record Slide Show / Record Audio

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Q57. Which of the following feature allows exporting a presentation as a video file?

A) Export/Save As > Create a Video
B) Save As > PDF only
C) Print
D) Slide Sorter
Answer: A) Export/Save As > Create a Video

Q58. Which of the following is used to align multiple selected objects evenly on a slide?

A) Align (Align Left/Center/Distribute)
B) Group
C) Rotate
D) Crop
Answer: A) Align (Align Left/Center/Distribute)

Q59. Which of the following key combination is used to select all objects on the current slide?

A) Ctrl + A
B) Ctrl + G
C) Ctrl + D
D) Ctrl + M
Answer: A) Ctrl + A

Q60. Which of the following feature morphs objects smoothly between two slides for a cinematic effect?

A) Morph Transition
B) Fade Transition
C) Wipe Transition
D) Cut Transition
Answer: A) Morph Transition

Q61. Which of the following describes the purpose of 'Slide Zoom' feature in PowerPoint?

A) Allows non-linear navigation by zooming into specific slides/sections during a presentation
B) Zooms the entire application window
C) Increases text font size only
D) Changes slide orientation
Answer: A) Allows non-linear navigation by zooming into specific slides/sections during a presentation

Q62. Which of the following orientation option changes a slide from landscape to portrait?

A) Slide Size/Orientation settings
B) Insert tab
C) Animation tab
D) Transition tab
Answer: A) Slide Size/Orientation settings

Q63. Which of the following allows applying an entrance animation to a text/object?

A) Animations tab > Entrance Effects
B) Transitions tab
C) Design tab
D) Review tab
Answer: A) Animations tab > Entrance Effects

Q64. Which of the following allows applying an exit animation to a text/object?

A) Animations tab > Exit Effects
B) Transitions tab
C) Design tab
D) Insert tab
Answer: A) Animations tab > Exit Effects

Q65. Which of the following animation type emphasizes/highlights an object already visible on the slide?

A) Emphasis Effect
B) Entrance Effect
C) Exit Effect
D) Transition Effect
Answer: A) Emphasis Effect

Q66. Which of the following allows adjusting the speed/duration of an animation?

A) Animation Duration setting in Animations tab
B) Slide Size setting
C) Design tab
D) Insert tab
Answer: A) Animation Duration setting in Animations tab

Q67. Which of the following feature allows a shape to move along a specific path across the slide?

A) Motion Path Animation
B) Entrance Animation only
C) Exit Animation only
D) Emphasis Animation only
Answer: A) Motion Path Animation

Q68. Which of the following describes 'Slide Master' hierarchy relationship with individual slide layouts?

A) The Slide Master controls the overall design, while layouts are variations under it
B) Layouts control the Slide Master
C) They are unrelated

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D) Only one layout can exist per presentation

Answer: A) The Slide Master controls the overall design, while layouts are variations under it

Q69. Which of the following is the correct shortcut to move to the first slide during editing (Normal View)?

A) Ctrl + Home

B) Ctrl + End

C) Home alone works during editing too

D) End alone

Answer: A) Ctrl + Home

Q70. Which of the following is the correct shortcut to move to the last slide during editing (Normal View)?

A) Ctrl + End

B) Ctrl + Home

C) Home alone

D) End alone

Answer: A) Ctrl + End

Q71. Which of the following describes 'Section' feature in PowerPoint used to organize slides?

A) Grouping slides into named sections for easier organization in large presentations

B) A type of animation

C) A type of transition

D) A type of chart

Answer: A) Grouping slides into named sections for easier organization in large presentations

Q72. Which of the following allows changing the shape of a text box or placeholder (e.g., to an oval)?

A) Change Shape (Edit Shape) option

B) Insert Text Box only creates rectangle

C) Font formatting

D) Paragraph formatting

Answer: A) Change Shape (Edit Shape) option

Q73. Which of the following allows inserting mathematical equations into a slide?

A) Insert > Equation

B) Insert > Symbol only

C) Insert > Table

D) Insert > Chart

Answer: A) Insert > Equation

Q74. Which of the following is used to add a background picture/color to a single slide only (not the entire presentation)?

A) Format Background (apply to selected slide only)

B) Slide Master applies to all slides

C) Theme applies to all slides

D) Design tab applies to all slides

Answer: A) Format Background (apply to selected slide only)

Q75. Which of the following describes 'Custom Slide Show' feature?

A) Creating a subset of slides to show to a specific audience without deleting other slides

B) Deleting unused slides permanently

C) Automatically translating slides

D) Compressing the presentation file

Answer: A) Creating a subset of slides to show to a specific audience without deleting other slides

Q76. Which of the following allows setting a presentation to loop continuously until Esc is pressed?

A) Set Up Slide Show > Loop continuously until 'Esc'

B) Rehearse Timings only

C) Hide Slide

D) Custom Show

Answer: A) Set Up Slide Show > Loop continuously until 'Esc'

Q77. Which of the following describes 'SmartArt' in PowerPoint?

A) A tool to create visual diagrams like process flows, hierarchies, and relationships from text

B) A type of animation

C) A type of font

D) A type of transition

Answer: A) A tool to create visual diagrams like process flows, hierarchies, and relationships from text

Q78. Which of the following allows converting a bulleted list into a SmartArt graphic quickly?

A) Right-click list > Convert to SmartArt

B) Insert > Table

C) Insert > Chart

D) Format Painter

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Answer: A) Right-click list > Convert to SmartArt

Q79. Which of the following describes the purpose of the 'Selection Pane' in PowerPoint?

A) Shows and manages all objects on a slide, allowing renaming, hiding and reordering

B) Shows only text formatting options

C) Shows only animation options

D) Shows only slide transitions

Answer: A) Shows and manages all objects on a slide, allowing renaming, hiding and reordering

Q80. Which of the following key combination duplicates the currently selected object on a slide?

A) Ctrl + D

B) Ctrl + M

C) Ctrl + N

D) Ctrl + S

Answer: A) Ctrl + D

Q81. Which of the following describes 'Broadcast Slide Show' feature (in some versions)?

A) Allows remote viewers to watch a presentation live over the web via a browser link

B) Prints the presentation for all viewers

C) Converts the presentation to a video permanently

D) Deletes the presentation after showing

Answer: A) Allows remote viewers to watch a presentation live over the web via a browser link

Q82. Which of the following is used to insert a screenshot of another open window directly into a slide?

A) Insert > Screenshot

B) Insert > Picture only allows saved files

C) Insert > Shapes

D) Insert > SmartArt

Answer: A) Insert > Screenshot

Q83. Which of the following file extension is used for a PowerPoint template?

A) .potx

B) .pptx

C) .ppsx

D) .pdf

Answer: A) .potx

Q84. Which of the following is the correct feature to check how a presentation appears to people with color blindness?

A) Accessibility Checker / Check Accessibility

B) Spell Check

C) Word Count

D) Track Changes

Answer: A) Accessibility Checker / Check Accessibility

Q85. Which of the following allows setting individual timing for each animation effect on a slide?

A) Animation Pane with individual timing settings

B) Slide Timing panel only sets slide duration

C) Transition Timing only

D) Rehearse Timings sets overall show time

Answer: A) Animation Pane with individual timing settings

Q86. Which of the following describes the purpose of a 'Content Placeholder' on a slide layout?

A) A flexible placeholder that can hold text, images, charts, tables, or SmartArt

B) A placeholder only for text

C) A placeholder only for pictures

D) A placeholder only for videos

Answer: A) A flexible placeholder that can hold text, images, charts, tables, or SmartArt

Q87. Which of the following allows changing the case of selected slide text (UPPERCASE/lowercase) quickly?

A) Change Case option in Home tab

B) Font Color

C) Text Highlight

D) Clear Formatting

Answer: A) Change Case option in Home tab

Q88. Which of the following describes the term 'Aspect Ratio' as related to slide dimensions?

A) The proportional relationship between the width and height of a slide (e.g., 16:9, 4:3)

B) The color scheme of a slide

C) The font size used

D) The transition speed

Answer: A) The proportional relationship between the width and height of a slide (e.g., 16:9, 4:3)

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Q89. Which of the following slide size ratio is considered the modern widescreen standard?

A) 16:9
B) 4:3 is the older standard
C) 1:1
D) 21:9
Answer: A) 16:9

Q90. Which of the following feature helps automatically resize text to fit within a placeholder?

A) AutoFit
B) Word Wrap only applies to Word
C) Format Painter
D) Clear Formatting
Answer: A) AutoFit

Q91. Which of the following describes the purpose of 'Compare' feature to review changes between two versions of a presentation?

A) Highlights differences between two versions of the same presentation for review
B) Merges two unrelated presentations without tracking changes
C) Deletes older versions automatically
D) Converts to PDF automatically
Answer: A) Highlights differences between two versions of the same presentation for review

Q92. Which of the following describes 'Slide Library' feature used by organizations?

A) A shared repository of reusable slides for consistency across presentations
B) A type of animation
C) A type of transition
D) A type of chart
Answer: A) A shared repository of reusable slides for consistency across presentations

Q93. Which of the following key combination is used to promote a bullet point to a higher outline level in Outline View?

A) Shift + Tab
B) Tab
C) Enter
D) Esc
Answer: A) Shift + Tab

Q94. Which of the following key combination is used to demote a bullet point to a lower outline level in Outline View?

A) Tab
B) Shift + Tab
C) Enter
D) Esc
Answer: A) Tab

Q95. Which of the following describes the purpose of 'Guides and Gridlines' in PowerPoint?

A) Helping align objects precisely on a slide
B) Adding animation effects
C) Adding transition effects
D) Adding sound effects
Answer: A) Helping align objects precisely on a slide

Q96. Which of the following allows changing the default save location for new presentations?

A) PowerPoint Options > Save settings
B) Insert tab
C) Design tab
D) Review tab
Answer: A) PowerPoint Options > Save settings

Q97. Which of the following is the correct term for placeholders arranged in a specific pattern on a slide, defining where content goes?

A) Slide Layout
B) Slide Master
C) Slide Show
D) Slide Sorter
Answer: A) Slide Layout

Q98. Which of the following allows inserting an organizational chart type of SmartArt to show hierarchy?

A) Hierarchy SmartArt
B) List SmartArt
C) Process SmartArt
D) Relationship SmartArt
Answer: A) Hierarchy SmartArt

Q99. Which of the following describes the purpose of 'Rehearse Timings' when preparing for a timed presentation/exam viva?

A) Helps the presenter practice and stay within a set time limit for each slide
B) Deletes unused slides
C) Compresses images automatically
D) Changes the slide theme

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Answer: A) Helps the presenter practice and stay within a set time limit for each slide

Q100. Which of the following file format is best suited to share a presentation that cannot be edited by the recipient?

A) PDF

B) PPTX allows editing

C) PPT allows editing

D) PPSX still can be opened for editing in edit mode

Answer: A) PDF

Q101. Which of the following term describes viewing a presentation exactly as the audience will see it, full-screen, without editing tools visible?

A) Slide Show Mode

B) Normal View

C) Slide Sorter View

D) Outline View

Answer: A) Slide Show Mode

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