

Microsoft PowerPoint

Question - MS-PowerPoint 2010

1) To move a section in Slides Pane _____.

- A) Right click on the section name, then click Move Section Up or Move Section Down
- B) Left click on the section name and drag it up or down to move it accordingly
- C) Left click on the section name and press the up or down arrow key.
- D) Both [A] and [B]

Correct Answer: D





2)

Which of the following options would you choose to achieve following tasks?

(i) Display a laser pointer in Blue Color

(ii) Advance slides using timings

(iii) Set the slides to be shown during the slide show

- A) 
- B) 
- C) 
- D) 

Correct Answer: A

Solution :

Set Up Slide Show option is used set up the tasks mentioned in the question.

3) If you have two copies of your presentation with some changes in both, you can combine the copy with your original presentation, and then accept or discard changes into the presentation. Which of the following features of PowerPoint will allow you to do this?

- A) Track Changes
- B) Document Inspector
- C) Compare
- D) Custom Animation

Correct Answer: C

4) Which of the following is NOT a way to copy slides from other presentations in MS-PowerPoint 2010?

- A) Open two PowerPoint windows side by side and drag and drop slides between them.
- B) Open two PowerPoint windows, copy slides from one of them to the clipboard and then paste them into the other presentation.
- C) Use the Duplicate Slide feature.

D) Use the Reuse Slides feature.

Correct Answer: C

5) You can set the animation to start after you click a shape or when media playback reaches a bookmark. You can achieve this task by using _____.



Correct Answer: C

Solution :

Using Trigger, one can set a special start condition for an animation.

6) Which of the following steps is CORRECT to package a presentation for CD?

A) File \to Save & Pack \to File Types \to Package Presentation for CD

B) File \to Save & Pack \to File Types \to Publish Slides

C) File \to Save & Send \to File Types Package Presentation for CD

D) File \to Save & Go \to File Types Package Presentation for CD

Correct Answer: C

7) In MS-PowerPoint 2010, while typing in a placeholder _____ option button automatically decreases the size of the font to fit it in the placeholder.

A) Text

B) Auto Adjust

C) AutoFill

D) AutoFit Text to Placeholder

Correct Answer: D

Solution :

AutoFit Text to Placeholder option is available in AutoFit option, that gets displayed when a large block of text is inserted.

8) What is the main functional difference between the Notes Master and Handout Master views?

A) You cannot move or resize slide placeholders on the Handout Master, whereas in Notes Master you can.

B) In the Notes Master, you cannot format the slide placeholders, whereas in Handout Master you can.





C) You cannot format Header placeholder in the Handout Master, whereas in Notes Master you can.

D) You cannot change the slide orientation in the Handout Master, whereas in Handout Master you can.


Correct Answer: A

9) Which of the following options available under 'Format' tab of 'Drawing Tools' is used to specify the color, width and line style

for the outline of the text in text placeholders?

- A) 
- B) 
- C) 
- D) 

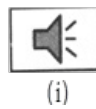
Correct Answer: B

10)  Option available under 'Design' tab of 'SmartArt' Tools is used to _____.

- A) Convert Text to Flowchart
- B) Discard all the formatting changes made to SmartArt graphic
- C) Convert Shapes to Text
- D) Save all formatting changes

Correct Answer: B

11) Which of the following action buttons can be added in a slide?



- A) Only (i)
- B) Only (ii)
- C) Only (iii)
- D) All (i), (ii) and (iii)

Correct Answer: D

12) Select the INCORRECT match.

A)

	Adds comment about the selection
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B)

	Ends the presentation review
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C)

	Edit Comment
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D)

	Checks the spelling of the text
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Correct Answer: C

Solution :

The icon shown in option (C) is used to show markup.

13) What is legend in a chart?

- A) A formatting feature for chart title.
- B) A little box next to chart that describes what the different colors or patterns mean.
- C) Text that defines the category or the unit of measurement on an axis.
- D) Text that typically appears above the chart.

Correct Answer: B

14) Which of the following options available in Timings group of Transitions tab is used to specify length of a transition?

- A) Release
- B) Record
- C) Duration
- D) Delay

Correct Answer: C

15) Which of the following statements hold(s) true about the given icon?



Statement 1: It is used for disabling all the transitions applied in a presentation.

Statement 2: It is used for adding an action to an object.

- A) Only Statement 1
- B) Only Statement 2
- C) Both Statement 1 and Statement 2
- D) Neither Statement 1 nor Statement 2

Correct Answer: D

Solution :

The icon shown in the question is of Mark Final option. So, none of the statements is true.

16) In MS-Power Point 2010, when the insertion point is flashing in a textbox, what should be pressed to select the text box itself?

- A)
- B)
- C)
- D) +

Correct Answer: B


17) Which of the following options of 'Save & Send' category of backstage view will allow you to store slides in a shared location, locate the latest version of slide, etc in MS-Power Point 2010?



Correct Answer: B

Solution :

Publish slides option is used for this purpose.

18) Megha is comparing two presentations using Compare  feature. Now she wants to end the comparison by applying current accept and reject following options should be used for this purpose?

- A) End Review
- B) End Compare
- C) Close Review
- D) End










Correct Answer: A

19) Geetika has inserted an image in a slide and she wants to convert the image into a Smart Art graphic. Which of the following options will help her to do so in MS-PowerPoint 2010?

- A) Picture Layout
- B) Picture Effects
- C) Corrections
- D) Artistic Effects

Correct Answer: A

20) You can switch between Slides and Outline pane in Normal View by pressing __ keys.

- A)  + 
- B)  + 
- C)  +  + 
- D)  + 

Correct Answer: C