PowerPoint Question and Answers

1. What is extension of files created in MS-Power Point 97-2003

(a) .ppp
(b) .pp
(c) .pps
(d) .ppt
Answer – (d) ppt

2. What is extension of files created in MS-Power Point 2007-2015

(a) .pps
(b) .pptx
(c) .doc
(d) .xls

Answer – (b) .pptx

3. MS-Office is -

(a) Application Software
(b) System Software
(c) Operating System
(d) All of above
https://www.freshersnow.com/previous-year-question-papers/

Answer – (A) Application Software

4. MS Power Point is a -

(a) Word Processing Software
(b) Spreadsheet Program
(c) Presentation Program
(d) None of these

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Answer – (c) Presentation Program

5. To open power point form Run Dialog Box,

(a) Powert Point
(b) pwrpoint
(c) Powerpint
(d) powerpnt

Answer – (d) powerpnt

6. What is the shortcut key to create new files in power point.

(a) Ctrl + N
(b) Ctrl + M
(c) Shift + N
(d) Ctrl + S

Answer – (a) Ctrl + N

7. What is the shortcut key to insert a new slide into the current presentation -

(a) Ctrl + O
(b) Ctrl + M
(c) Ctrl + F
(d) Ctrl + N

Answer – (b) Ctrl + M

8. What is the shortcut key to use Full Screen Slide

(a) F2
(b) F3
(c) F5
(d) F4

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Answer – (c) F5

9. How you can stop the slide show.

(a) Delete Button
(b) Esc Button
(c) Left Arrow
(d) Right Arrow

Answer – (b) Esc Button

10. In which menu can you find features like Slide Design, Slide Layout.

(a) Insert Menu
(b) Format Menu
(c) Slide Show menu
(d) Tools Menu

Answer – (b) Format menu

11. Which menu provides you option like Animation Scheme, Custom Animation, Slide Transition.

(a) Insert Menu
(b) Format Menu
(c) Slide Show Menu
(d) Tools Menu

Answer – (c) Slide Show Menu

12. Which menu you can access Chart, Text Box, Picture

(a) File
(b) Edit
(c) Insert

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(d) View

Answer – (c) Insert

13. Animation Schemes can be applied to ………. In the presentation
(a) Select slides
(b) Current slide
(c) All slides
(d) All of the above

Answer – (c) All of the above

14. Which file format can be added to a Power Point Show?

(a) .JPG
(b) .GIF
(c) .Wav
(d) All of these

Answer – (d) All of these

15. How you can stop the slide show.

(a) Delete Button
(b) Esc Button
(c) Left Arrow
(d) Right Arrow

Answer – (b) Esc Button

16. The Key F12 opens a

(a) Print dialog box
(b) Open dialog box
(c) Save As dialog box
(d) Save Dialog box

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Answer – (c) Save As dialog box

17. The shortcut key for "Superscript" -

(a) Shift + S
(b) Ctrl + Shift + +
(c) Alt + S
(d) Ctrl + =

Answer – (b) Ctrl + Shift + +

18. The shortcut key for "Subscript" -

(a) Alt + Ctrl + F
(b) Shift + +
(c) Ctrl + S
(d) Ctrl + =

Answer – (d) Ctrl + =

19. The shortcut key to "Hyperlink"

(a) Ctrl + H
(b) Ctrl + K
(c) Ctrl + Y
(d) Ctrl + E

Answer – (b) Ctrl + K

20. The shortcut key for "Copyright Symbol"

(a) Ctrl + C
(b) Alt + C
(c) Ctrl + Shift + C
(d) Alt + Ctrl + C

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Answer – (d) Alt + Ctrl + C