

COMPUTER MS POWER POINT TEST-PART-1 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 1. What is the default file extension of a PowerPoint presentation? * 1/1

- ☐ o a) .ppt
- ☒ o b) .pptx
- ☐ o c) .ppsx
- ☐ o d) .potx



✓ 2. Which key combination creates a new slide in PowerPoint? * 1/1

- ☐ o a) Ctrl + N
- ☒ o b) Ctrl + M
- ☐ o c) Ctrl + S
- ☐ o d) Ctrl + P



✓ 3. Which view displays thumbnails of all slides for easy rearrangement? * 1/1

- ☐ o a) Normal View
- ☒ o b) Slide Sorter View
- ☐ o c) Reading View
- ☐ o d) Notes Page View



✓ 4. Which tab contains the "New Slide" button? * 1/1

- ☒ o a) Home
- ☐ o b) Insert
- ☐ o c) Design
- ☐ o d) View



✓ 5. What is the purpose of the "Format Painter" tool? * 1/1

- ☐ o a) Insert images
- ☒ o b) Copy formatting from one object to another
- ☐ o c) Change slide layout
- ☐ o d) Add animations



✓ 6. Which shortcut undoes the last action in PowerPoint? *

1/1

- ☒ o a) Ctrl + Z
- ☐ o b) Ctrl + Y
- ☐ o c) Ctrl + X
- ☐ o d) Ctrl + C



✓ 7. The "Notes Pane" is used to: *

1/1

- ☒ o a) Add speaker comments
- ☐ o b) Insert footers
- ☐ o c) Create animations
- ☐ o d) Design slide transitions



✓ 8. Which option saves a PowerPoint presentation? *

1/1

- ☐ o a) Ctrl + N
- ☐ o b) Ctrl + O
- ☒ o c) Ctrl + S
- ☐ o d) Ctrl + P



✓ 9. The "Zoom" feature helps to: *

1/1

- ☐ o a) Add magnification effects to slides
- ☒ o b) Navigate between slides non-linearly
- ☐ o c) Insert a magnifying glass graphic
- ☐ o d) Reduce file size



✓ 10. What does "Ctrl + D" do in PowerPoint? *

1/1

- ☒ o a) Duplicate a selected object/slide
- ☐ o b) Delete a slide
- ☐ o c) Open the design menu
- ☐ o d) Start a slideshow



✓ 11. Which view is best for editing slide content? *

1/1

- ☐ o a) Slide Sorter
- ☒ o b) Normal View
- ☐ o c) Reading View
- ☐ o d) Outline View



✓ 12. The "Themes" option is located in which tab? *

1/1

- ☐ o a) Home
- ☐ o b) Insert
- ☒ o c) Design
- ☐ o d) Transitions



✓ 13. Which file format is used for PowerPoint templates? *

1/1

- ☐ o a) .pptx
- ☒ o b) .potx
- ☐ o c) .ppsx
- ☐ o d) .pdf



✓ 14. To align objects precisely, use: *

1/1

- ☒ o a) Gridlines and Guides
- ☐ o b) Format Painter
- ☐ o c) Slide Master
- ☐ o d) Animation Pane



✓ 15. The "Eraser" tool is used for: *

1/1

- ☐ o a) Deleting slides
- ☒ o b) Removing ink annotations
- ☐ o c) Erasing text
- ☐ o d) Cutting shapes



✓ 16. Which feature lets you reuse slides from another presentation? *

1/1

- ☐ o a) Copy/Paste
- ☒ o b) Reuse Slides
- ☐ o c) Import Slides
- ☐ o d) Slide Master



✓ 17. What is the default slide layout for a new presentation? *

1/1

- ☒ o a) Title Slide
- ☐ o b) Blank
- ☐ o c) Title and Content
- ☐ o d) Section Header



✓ 18. The "Tell Me" box in PowerPoint helps to: *

1/1

- ☒ o a) Search for commands/features
- ☐ o b) Add comments
- ☐ o c) Insert WordArt
- ☐ o d) Record audio



✓ 19. Which key deletes text to the right of the cursor? *

1/1

- ☐ o a) Backspace
- ☒ o b) Delete
- ☐ o c) Esc
- ☐ o d) Tab



✓ 20. To select multiple non-adjacent slides, hold: *

1/1

- ☐ o a) Shift
- ☐ o b) Alt
- ☒ o c) Ctrl
- ☐ o d) Tab



✓ 21. The "Outline View" displays: *

1/1

- ☐ o a) Slide thumbnails
- ☒ o b) Text content without visuals
- ☐ o c) Animation sequences
- ☐ o d) Slide notes



✓ 22. Which feature auto-adjusts text size to fit a placeholder? *

1/1

- ☒ o a) AutoFit
- ☐ o b) Word Wrap
- ☐ o c) Text Box
- ☐ o d) Format Painter



✓ 23. To insert a text box, go to the: *

1/1

- ☐ o a) Home tab
- ☒ o b) Insert tab
- ☐ o c) Design tab
- ☐ o d) Review tab



✓ 24. Which option resets a modified slide layout to default? *

1/1

- ☒ o a) Reset Slide
- ☐ o b) Clear Formatting
- ☐ o c) Layout > Reapply
- ☐ o d) Slide Master



✓ 25. The "Slide Show" tab is used to: *

1/1

- ☐ o a) Design slides
- ☒ o b) Start and customize presentations
- ☐ o c) Insert charts
- ☐ o d) Add transitions



✓ 26. Which button hides a slide during a presentation? *

1/1

- ☐ o a) Hide Slide
- ☒ o b) Delete Slide
- ☐ o c) Skip Slide
- ☐ o d) Collapse Slide



✓ 27. To print slides with notes, select: *

1/1

- ☐ o a) Full Page Slides
- ☒ o b) Notes Pages
- ☐ o c) Outline
- ☐ o d) Handouts



✓ 28. The "Eye Dropper" tool is used to: *

1/1

- ☐ o a) Remove backgrounds
- ☒ o b) Match colors from other objects
- ☐ o c) Insert shapes
- ☐ o d) Crop images



✓ 29. Which feature lets you present remotely? *

1/1

- ☐ o a) Broadcast Slide Show
- ☒ o b) Present Online
- ☐ o c) Share Screen
- ☐ o d) Export to Web



✓ 30. The "Quick Access Toolbar" can be customized to include: *

1/1

- ☒ o a) Frequently used commands
- ☐ o b) Slide layouts
- ☐ o c) Animations
- ☐ o d) Themes



✓ 31. To change the slide orientation to Portrait, use: *

1/1

- ☐ o a) Design > Slide Size > Custom
- ☒ o b) Design > Slide Size > Portrait
- ☐ o c) View > Orientation
- ☐ o d) File > Page Setup



✓ 32. Which option saves a presentation as a template? *

1/1

- ☒ o a) Save As > PowerPoint Template
- ☐ o b) Export > Create Template
- ☐ o c) File > Save as POTX
- ☐ o d) Design > Save Theme



✓ 33. The "Selection Pane" helps to: *

1/1

- ☒ o a) Manage overlapping objects
- ☐ o b) Insert new slides
- ☐ o c) Apply transitions
- ☐ o d) Record narration



✓ 34. Which keyboard shortcut starts the slideshow from the beginning? * 1/1

- ☒ o a) F5
- ☐ o b) F7
- ☐ o c) Shift + F5
- ☐ o d) Alt + F5



✓ 35. The "Replace Fonts" option is found under: *

1/1

- ☒ o a) Home > Editing
- ☐ o b) Design > Variants
- ☐ o c) View > Macros
- ☐ o d) Insert > Text



✓ 36. To add a footer to all slides, use: *

1/1

- ☒ o a) Insert > Header & Footer
- ☐ o b) Design > Slide Size
- ☐ o c) View > Master Slide
- ☐ o d) Home > Layout



✓ 37. Which feature auto-saves presentations periodically? *

1/1

- ☒ o a) AutoRecover
- ☐ o b) Backup Copy
- ☐ o c) Cloud Save
- ☐ o d) Version History



✓ 38. The "Crop" tool is used to: *

1/1

- ☒ o a) Trim images
- ☐ o b) Resize slides
- ☐ o c) Cut text
- ☐ o d) Remove animations



✓ 39. To check spelling errors, press: *

1/1

- ☒ o a) F7
- ☐ o b) F5
- ☐ o c) Ctrl + F
- ☐ o d) Alt + F7



✓ 40. Which option creates a duplicate slide? *

1/1

- ☐ o a) Copy/Paste
- ☒ o b) Duplicate Slide
- ☐ o c) New Slide > Clone
- ☐ o d) Ctrl + Alt + D



✓ 41. The "Presenter View" displays: *

1/1

- ☒ o a) Slides with speaker notes
- ☐ o b) Only slide thumbnails
- ☐ o c) Animation timelines
- ☐ o d) Design ideas



✓ 42. To group objects, select them and press: *

1/1

- ☒ o a) Ctrl + G
- ☐ o b) Ctrl + Shift + G
- ☐ o c) Alt + G
- ☐ o d) Shift + G



✓ 43. Which feature lets you draw freehand shapes? *

1/1

- ☒ o a) Scribble Tool
- ☐ o b) Pen Tool
- ☐ o c) Freeform Shape
- ☐ o d) Ink to Shape



✓ 44. The "Alt Text" option is used to: *

1/1

- ☒ o a) Add descriptions for accessibility
- ☐ o b) Insert alternate images
- ☐ o c) Replace fonts
- ☐ o d) Hide slides



✓ 45. To change the background of all slides, use: *

1/1

- ☒ o a) Design > Format Background
- ☐ o b) Home > Slide Layout
- ☐ o c) View > Slide Master
- ☐ o d) Insert > Background



✓ 46. Which option compresses images to reduce file size? *

1/1

- ☒ o a) Picture Tools > Compress Pictures
- ☐ o b) File > Reduce Size
- ☐ o c) Design > Optimize Media
- ☐ o d) View > Thumbnails



✓ 47. The "Merge Shapes" tool combines objects using: *

1/1

- ☒ o a) Boolean operations (Union, Intersect, etc.)
- ☐ o b) Layer grouping
- ☐ o c) Alignment guides
- ☐ o d) Color blending



✓ 48. To record a slideshow with narration, go to: *

1/1

- ☒ o a) Slide Show > Record Slide Show
- ☐ o b) Insert > Audio
- ☐ o c) Review > Record
- ☐ o d) View > Narration



✓ 49. Which feature converts handwritten ink to text? *

1/1

- ☒ o a) Ink to Text
- ☐ o b) Ink to Shape
- ☐ o c) Dictate
- ☐ o d) WordArt



✓ 50. The "Export" option allows saving presentations as: *

1/1

- ☒ o a) PDF, Video, Handouts
- ☐ o b) Only PDF
- ☐ o c) Only images
- ☐ o d) Only Word documents



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