

COMPUTER MS POWER POINT TEST- PART-2 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA
.....

✓ 1. What happens when you apply a new Theme in PowerPoint? *

1/1

- ☐ a) Only colors change
- ☒ b) Fonts, colors and effects change globally
- ☐ c) Only slide layouts change
- ☐ d) Only background images update



✓ 2. The "Format Background" option can: *

1/1

- ☒ a) Apply gradients to slides
- ☐ b) Change font styles
- ☐ c) Add animations
- ☐ d) Insert new placeholders



✓ **3.To create a custom slide layout, you must edit: ***

1/1

- ☐ a) Normal View
- ☒ b) Slide Master
- ☐ c) Design Ideas pane
- ☐ d) Transition settings



✓ **4. Which option maintains consistency when adding company logos to all slides?**

*1/1

- ☐ a) Copy-paste to each slide
- ☒ b) Insert in Slide Master
- ☐ c) Use the Header & Footer option
- ☐ d) Add as watermark



✓ **5. "Design Ideas" generates suggestions when you: ***

1/1

- ☐ a) Copy-paste to each slide
- ☒ b) Insert in Slide Master
- ☐ c) Use the Header & Footer option
- ☐ d) Add as watermark



✓ 6. To make one slide have a different background than others: *

1/1

- ☐ a) Check "Hide Background Graphics"
- ☒ b) Use "Apply to Selected Slides"
- ☐ c) Create a new Section
- ☐ d) This isn't possible



✓ 7. The "Colors" dropdown in Design tab changes: *

1/1

- ☐ a) Only text colors
- ☒ b) The presentation's color palette
- ☐ c) Only shape fills
- ☐ d) Only chart colors



✓ 8. Which file format preserves editable theme colors and fonts? *

1/1

- ☐ • a) Only text colors
- ☒ • b) The presentation's color palette
- ☐ • c) Only shape fills
- ☐ • d) Only chart colors



✓ 9. To create a photo album presentation, use: *

1/1

- ☒ • a) Insert > Photo Album
- ☐ • b) Design > Picture Styles
- ☐ • c) View > Slide Sorter
- ☐ • d) Transitions > Gallery



✓ 10. The "Hide Background Graphics" option affects: *

1/1

- ☒ • a) Only the current slide
- ☐ • b) All slides
- ☐ • c) Only title slides
- ☐ Option 4



✓ 11. What do "Variants" in the Design tab modify? *

1/1

- ☐ • a) Slide content
- ☒ • b) Theme color/font combinations
- ☐ • c) Animation timing
- ☐ • d) Transition sounds



✓ 12. To save a custom theme for future use: *

1/1

- ☐ • a) Save As > PowerPoint Template
- ☒ • b) Design > Themes > Save Current Theme
- ☐ • c) File > Options > Save
- ☐ • d) Export > Create Theme



✓ 13. Which element CANNOT be edited in Slide Master? *

1/1

- ☐ • a) Footer position
- ☒ • b) Animation effects
- ☐ • c) Placeholder fonts
- ☐ • d) Background images



✓ 14. The "Reset Slide" command reverts: *

1/1

- ☐ • a) Only text formatting
- ☒ • b) Placeholder positions and formatting
- ☐ • c) Slide transitions
- ☐ • d) Embedded videos



✓ 15. To apply a texture background: *

1/1

- ☒ • a) Format Background > Picture or texture fill
- ☐ • b) Insert > Shapes
- ☐ • c) Design > Pattern Fill
- ☐ • d) View > Gridlines



✓ 16. What does "Link to Previous" control in headers/footers? *

1/1

- ☐ • a) Connection to previous presentations
- ☒ • b) Consistency across slides in sections
- ☐ • c) Hyperlink behavior
- ☐ • d) Animation sequencing



✓ 17. Which layout would best display a comparison? *

1/1

- ☐ • a) Title Slide
- ☒ • b) Two Content
- ☐ • c) Section Header
- ☐ • d) Blank



✓ 18. The "Size" dropdown in Design tab adjusts: *

1/1

- ☐ • a) Insert > Text Box
- ☒ • b) Slide Master > Insert Placeholder
- ☐ • c) Design > Add Shape
- ☐ • d) Format > Edit Master



✓ 19. To create a custom placeholder: *

1/1

- ☒ • a) Smart Guides
- ☐ • b) Rulers
- ☐ • c) Zoom
- ☐ • d) Gridlines



✓ 20. Which feature helps align objects to the slide center? *

1/1

- ☒ • a) Design tab
- ☐ • b) Insert tab
- ☐ • c) Animations tab
- ☐ • d) Review tab



✓ 21. "Background Styles" are available in: *

1/1

- ☐ • a) Add separate text boxes
- ☒ • b) Use the Columns button in Home tab
- ☐ • c) Adjust paragraph spacing
- ☐ • d) Insert a table



✓ 22. To make text appear in columns within a placeholder: *

1/1

- ☐ • a) Title and Content
- ☒ • b) Picture with Caption
- ☐ • c) Comparison
- ☐ • d) Blank



✓ 23. Which layout includes a content placeholder and caption? *

1/1

- ☐ • a) Slide content
- ☒ • b) Theme color/font combinations
- ☐ • c) Animation timing
- ☐ • d) Transition sounds



✓ 24. To save a custom theme for future use: *

1/1

- ☐ • a) Save As > PowerPoint Template
- ☒ • b) Design > Themes > Save Current Theme
- ☐ • c) File > Options > Save
- ☐ • d) Export > Create Theme



✓ 25. Which element CANNOT be edited in Slide Master? *

1/1

- ☐ • a) Footer position
- ☒ • b) Animation effects
- ☐ • c) Placeholder fonts
- ☐ • d) Background images



✓ 26. The "Reset Slide" command reverts: *

1/1

- ☐ • a) Only text formatting
- ☒ • b) Placeholder positions and formatting
- ☐ • c) Slide transitions
- ☐ • d) Embedded videos



✓ 27. To apply a texture background: *

1/1

- ☒ • a) Format Background > Picture or texture fill
- ☐ • b) Insert > Shapes
- ☐ • c) Design > Pattern Fill
- ☐ • d) View > Gridlines



✓ 28. What does "Link to Previous" control in headers/footers? *

1/1

- ☐ • a) Connection to previous presentations
- ☒ • b) Consistency across slides in sections
- ☐ • c) Hyperlink behavior
- ☐ • d) Animation sequencing



✓ 29. Which layout would best display a comparison? *

1/1

- ☐ • a) Title Slide
- ☒ • b) Two Content
- ☐ • c) Section Header
- ☐ • d) Blank



✓ 30. The "Size" dropdown in Design tab adjusts: *

1/1

- ☐ • a) Individual object dimensions
- ☒ • b) Slide dimensions (Standard/Widescreen)
- ☐ • c) Font sizes globally
- ☐ • d) Print output size



✓ 31. To create a custom placeholder: *

1/1

- ☐ • a) Insert > Text Box
- ☒ • b) Slide Master > Insert Placeholder
- ☐ • c) Design > Add Shape
- ☐ • d) Format > Edit Master



✓ 32. Which feature helps align objects to the slide center? *

1/1

- ☒ • a) Smart Guides
- ☐ • b) Rulers
- ☐ • c) Zoom
- ☐ • d) Gridlines



✓ 33. "Background Styles" are available in: *

1/1

- ☒ • a) Design tab
- ☐ • b) Insert tab
- ☐ • c) Animations tab
- ☐ • d) Review tab



✓ 34. To make text appear in columns within a placeholder: *

1/1

- ☐ • a) Add separate text boxes
- ☒ • b) Use the Columns button in Home tab
- ☐ • c) Adjust paragraph spacing
- ☐ • d) Insert a table



✓ 35. Which layout includes a content placeholder and caption? *

1/1

- ☐ • a) Title and Content
- ☒ • b) Picture with Caption
- ☐ • c) Comparison
- ☐ • d) Blank



✓ 36. The "Colors" dialog box allows: *

1/1

- ☒ • a) Creating custom color themes
- ☐ • b) Recoloring images
- ☐ • c) Changing video filters
- ☐ • d) Adjusting 3D lighting



✓ 37. To reuse layouts from another presentation: *

1/1

- ☐ • a) Copy-paste slides
- ☒ • b) Use "Reuse Slides" and keep source formatting
- ☐ • c) Import themes only
- ☐ • d) Save as template



✓ 38. Which key resizes a shape proportionally? *

1/1

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



✓ 39. The "Send to Back" command is used when: *

1/1

- ☒ • a) Objects overlap and need reordering
- ☐ • b) Deleting background images
- ☐ • c) Creating slide transitions
- ☐ • d) Hiding animations



✓ 40. What does the "Set as Default Layout" option do? *

1/1

- ☐ • a) Makes it the default for new presentations
- ☐ • b) Applies it to all existing slides
- ☒ • c) Makes it the default for new slides in current presentation
- ☐ • d) Locks the layout



✓ 41. To create a mirrored layout effect: *

1/1

- ☒ • a) Use "Flip Horizontal"
- ☐ • b) Adjust transparency
- ☐ • c) Apply shadow effects
- ☐ • d) Change perspective



✓ 42. Which option ensures consistent font usage across presentations? * 1/1

- ☒ • a) Embed fonts when saving
- ☐ • b) Use only theme fonts
- ☐ • c) Export as PDF
- ☐ • d) Disable font substitution



✓ 43. The "Format Shape" pane can adjust: * 1/1

- ☒ • a) Textures and 3D rotation
- ☐ • b) Slide transitions
- ☐ • c) Animation paths
- ☐ • d) Video playback



✓ 44. To create a color overlay on an image: * 1/1

- ☐ • a) Adjust picture transparency
- ☒ • b) Use Shape fill with color + transparency over image
- ☐ • c) Change brightness
- ☐ • d) Apply artistic effects



✓ 45. Which layout is best for a large quote? *

1/1

- ☐ • a) Title Slide
- ☒ • b) Quote with Caption
- ☐ • c) Blank
- ☐ • d) Content with Caption



✓ 46. The "Eyedropper" tool works with: *

1/1

- ☒ • a) Shapes, text, and backgrounds
- ☐ • b) Only images
- ☐ • c) Only charts
- ☐ • d) Only tables



✓ 47. To save a single slide as an image: *

1/1

- ☒ • a) File > Save As > JPEG
- ☐ • b) Copy-paste to Paint
- ☐ • c) Export > Create Video
- ☐ • d) Print to PDF



✓ 48. Which feature helps visualize layout spacing? *

1/1

- ☒ • a) Smart Guides + Gridlines
- ☐ • b) Ruler only
- ☐ • c) Zoom slider
- ☐ • d) Selection pane



✓ 49. Custom slide sizes are set via: *

1/1

- ☒ a) Design > Slide Size > Custom Slide Size
- ☐ b) View > Zoom
- ☐ c) File > Page Setup
- ☐ d) Insert > Layout



✓ 50. To create a branded template, focus on: *

1/1

- ☒ a) Slide Master, colors, and fonts
- ☐ b) Only animations
- ☐ c) Only transitions
- ☐ d) Only images



This content is neither created nor endorsed by Google. - [Contact form owner](#) - [Terms of Service](#) - [Privacy Policy](#)

Does this form look suspicious? [Report](#)

Google Forms



