

COMPUTER MS POWER POINT TEST-PART-4 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 1. Which tab is used to insert a chart in PowerPoint? *

1/1

- ☐ Home
- ☒ Insert
- ☐ Design
- ☐ Animations



✓ 2. Which tab is used to insert a chart in PowerPoint? *

1/1

- ☒ Right-click > Edit Data in Excel
- ☐ Design > Change Chart Type
- ☐ Animations > Effect Options
- ☐ Transitions > Duration



✓ 3. Which chart type best shows trends over time? *

1/1

- ☐ Pie Chart
- ☒ Line Chart
- ☐ Doughnut Chart
- ☐ Scatter Plot



✓ 4. The "Chart Styles" gallery is found in the: *

1/1

- ☒ Chart Design tab
- ☐ Format tab
- ☐ Animations tab
- ☐ Slide Master



✓ 5. To add data labels to a chart: *

1/1

- ☒ Right-click chart > Add Data Labels
- ☐ Insert > Text Box
- ☐ Design > Quick Layout
- ☐ Format > Shape Outline



✓ 6. Which chart element displays the measurement scale? *

1/1

- ☐ Legend
- ☒ Axis
- ☐ Plot Area
- ☐ Gridlines



✓ 7. To switch between row/column data: *

1/1

- ☒ Chart Design > Switch Row/Column
- ☐ Format > Rotate
- ☐ Animations > Effect Options
- ☐ Right-click > Group



✓ 8. A combo chart combines: *

1/1

- ☒ Two chart types (e.g., column + line)
- ☐ Multiple data sources
- ☐ Different animations
- ☐ 3D and 2D effects



✓ 9. The "Quick Layout" option adjusts: *

1/1

- ☒ Chart title/legend placement
- ☐ Color schemes
- ☐ Slide transitions
- ☐ Animation timing



✓ 10. To animate chart elements separately: *

1/1

- ☒ Chart Design > Animate > By Series
- ☐ Ungroup the chart
- ☐ Copy-paste as shapes
- ☐ Use SmartArt tools



✓ 11. Which chart type shows parts of a whole? *

1/1

- ☐ Bar Chart
- ☒ Pie Chart
- ☐ Scatter Plot
- ☐ Histogram



✓ 12. To format the chart background: *

1/1

- ☒ Format > Chart Area
- ☐ Design > Change Colors
- ☐ Animations > Effect Options
- ☐ Insert > Shape Fill



✓ 13. The "Legend" explains: *

1/1

- ☐ Axis measurements
- ☐ Animation sequences
- ☒ Data categories/colors
- ☐ Transition effects



✓ 14. Which button updates a chart after data changes? *

1/1

- ☐ Reset to Match Style
- ☒ Refresh Data
- ☐ Reapply Layout
- ☐ Reorder Animations



✓ 15. To create a 3D chart effect: *

1/1

- ☐ Format > Shape Effects
- ☐ Animations > Add Effect
- ☐ Transitions > Morph
- ☒ Chart Design > Change Chart Type > 3D



✓ 16. Which chart is ideal for comparing categories? *

1/1

- ☐ Radar Chart
- ☒ Column Chart
- ☐ Surface Chart
- ☐ Bubble Chart



✓ 17. The "Data Table" option displays: *

1/1

- ☐ Excel worksheets
- ☐ Animation timelines
- ☐ Transition settings
- ☒ Underlying chart data below the chart



✓ **18. To change a chart's color scheme: ***

1/1

- ☐ Format > Shape Fill
- ☒ Chart Design > Change Colors
- ☐ Animations > Effect Options
- ☐ Slide Master > Colors



✓ **19. Which chart element can display percentages? ***

1/1

- ☒ Data Labels
- ☐ Axis Title
- ☐ Plot Area
- ☐ Gridlines



✓ **20. To align a chart with other slide objects: ***

1/1

- ☐ Chart Design > Quick Layout
- ☐ Format > Chart Area
- ☐ Animations > Reorder
- ☒ Use Smart Guides



✓ **21. The fastest way to insert a table is: ***

1/1

- ☐ Draw with the pencil tool
- ☐ Paste from Excel
- ☒ Insert > Table > Grid selection
- ☐ Use SmartArt



✓ **22. To merge table cells: ***

1/1

- ☒ Right-click > Merge Cells
- ☐ Layout > Split Cells
- ☐ Design > Borders
- ☐ Format > Align



✓ **23. Which tab appears when a table is selected? ***

1/1

- ☒ Table Design & Layout
- ☐ Chart Tools
- ☐ SmartArt Tools
- ☐ Animation Tools



✓ **24. Table shading changes: ***

1/1

- ☐ Border thickness
- ☐ Text font
- ☐ Animation speed
- ☒ Cell background color



✓ **25. To distribute rows evenly: ***

1/1

- ☐ Format > Align
- ☒ Layout > Distribute Rows
- ☐ Design > Table Styles
- ☐ Right-click > AutoFit



✓ **26. Which option adds a total row? ***

1/1

- ☐ Layout > Formula
- ☐ Insert > Footer
- ☒ Table Design > Total Row
- ☐ Animations > Add Effect



✓ 27. The "Eraser" tool removes: *

1/1

- ☐ Table data
- ☐ Shading
- ☒ Cell borders
- ☐ Animations



✓ 28. To sort table data alphabetically: *

1/1

- ☐ Design > Filter
- ☐ Format > Arrange
- ☒ Layout > Sort
- ☐ Right-click > Group



✓ 29. Which key moves the cursor to the next cell? *

1/1

- ☐ Enter
- ☐ Shift
- ☒ Tab
- ☐ Ctrl



✓ **30. To convert text to a table: ***

1/1

- ☐ Paste as Excel object
- ☐ Use SmartArt
- ☒ Insert > Table > Convert Text
- ☐ Draw with the pencil tool



✓ **31. Band Columns/Rows alternate: ***

1/1

- ☒ Colors for readability
- ☐ Animation effects
- ☐ Border styles
- ☐ Drag corners while holding Shift



✓ **32. To resize a table proportionally: ***

1/1

- ☐ Layout > AutoFit
- ☐ Format > Scale
- ☒ Drag corners while holding Shift
- ☐ Design > Resize Table



✓ 33. Which style option adds a shadow effect *

1/1

- ☐ Border Styles
- ☐ Shading
- ☐ WordArt
- ☒ Table Effects



✓ 34. To align text vertically in a cell: *

1/1

- ☐ Format > Paragraph
- ☐ Design > Quick Styles
- ☐ Right-click > Group
- ☒ Layout > Align Text



✓ 35. The "Header Row" option: *

1/1

- ☐ Adds a title
- ☐ Inserts a footer
- ☐ Freezes panes
- ☒ Formats the first row differently



✓ 36. SmartArt is best for: *

1/1

- ☐ Detailed data analysis
- ☐ Audio/video editing
- ☒ Visualizing processes/hierarchies
- ☐ Slide transitions



✓ 37. To convert bullet points to SmartArt: *

1/1

- ☒ Right-click text > Convert to SmartArt
- ☐ Copy-paste into a table
- ☐ Use Chart Tools
- ☐ Insert > Object



✓ 38. Which SmartArt type shows a timeline? *

1/1

- ☐ o b) Hierarchy
- ☐ Matrix
- ☐ Pyramid
- ☒ Process



✓ 39. The "Text Pane" for SmartArt: *

1/1

- ☐ Changes animation order
- ☒ Edits content in a list
- ☐ Adjusts colors
- ☐ Adds transitions



✓ 40. To add more shapes to SmartArt: *

1/1

- ☐ Right-click > New Slide
- ☒ SmartArt Design > Add Shape
- ☐ Format > Insert Shape
- ☐ Animations > Add Effect



✓ 41. Which button resets SmartArt formatting? *

1/1

- ☒ Reset Graphic
- ☐ Reapply Layout
- ☐ Clear All
- ☐ Remove Animations



✓ **42. SmartArt styles modify: ***

1/1

- ☐ Data labels
- ☐ Slide backgrounds
- ☐ Transition sounds
- ☒ 3D effects/color schemes



✓ **43. To animate SmartArt by one element at a time: ***

1/1

- ☒ To animate SmartArt by one element at a time:
- ☐ Use motion paths
- ☐ Convert to a chart
- ☐ Group shapes individually



✓ **44. Which SmartArt layout uses radial design? ***

1/1

- ☐ List
- ☐ Hierarchy
- ☐ Relationship
- ☒ Cycle



✓ 45. To change a SmartArt shape's color: *

1/1

- ☐ Animations > Effect Options
- ☐ Design > Change Colors
- ☐ Right-click > Group
- ☒ Format > Shape Fill



✓ 46. The "Promote/Demote" buttons adjust: *

1/1

- ☐ Slide layout
- ☐ Animation order
- ☐ Transition speed
- ☒ Hierarchy levels in SmartArt



✓ 47. Which SmartArt type compares components? *

1/1

- ☐ Pyramid
- ☐ Picture
- ☐ Process
- ☒ Matrix



✓ 48. To convert SmartArt to text: *

1/1

- ☒ SmartArt Design > Convert > Text
- ☐ Delete shapes
- ☐ Copy-paste into a table
- ☐ Save as .txt



✓ 49. Which file format preserves editable SmartArt? *

1/1

- ☐ .pdf
- ☒ .pptx
- ☐ .jpg
- ☐ .gif



✓ 50. To make SmartArt shapes larger/smaller: *

1/1

- ☐ Format > Scale
- ☐ Design > Resize
- ☐ Animations > Grow/Shrink
- ☒ Drag sizing handles



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