

কলেজপাড়া যুব

কম্পিউটার প্রশিক্ষণ কেন্দ্র

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1) "Replace Font" option is working from

- A) Ctrl+H
- B) Format Tab-> Replace-> Replace Font
- C) Home Tab-> Editing Group-> Replace Font
- D) Home Tab-> Editing Group-> Find-> Replace Font

2) After choosing a predefined template, _____ option has to be chosen to change a background color

- A) Design template
- B) Color scheme
- C) Animation scheme
- D) Color effects

3) Can we insert a video into a PowerPoint presentation?

- A) Yes
- B) No
- C) nan
- D) nan

4) Drawing Option is present in which Tab in MS Power Point 2016

- A) Insert Tab
- B) Home Tab

- C) Format Tab
- D) View Tab

5) Ellipse Motion is a predefined

- A) Design template
- B) Color scheme
- C) Animation scheme
- D) None of these

6) Extention of MS-PowerPoint

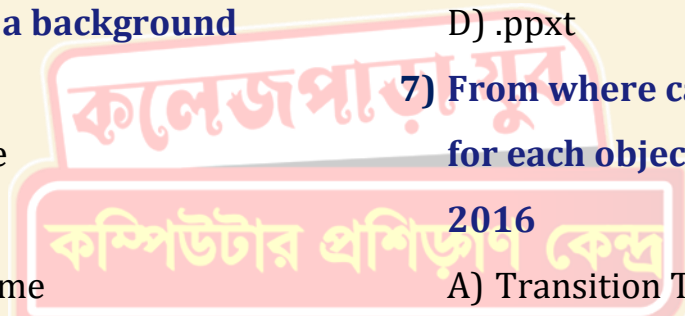
- A) .ppa
- B) .pptx
- C) .ppwx
- D) .ppxt

7) From where can we set the timing for each object in MS-Power Point

- A) Transition Tab
- B) Slide Show Tab
- C) Animations Tab
- D) View Tab

8) From which menu you can access Picture, Text Box, Chart etc?

- A) File
- B) Edit
- C) Insert
- D) View





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9) How can you create a uniform appearance by adding a background image to all slides?

A) Insert tab > Background > Apply to All

B) **Design tab > Select Format Background > Apply to All**

C) Transitions tab > Apply to All

D) Design tab > Themes > Apply to All

A) Design->Sound

B) Animation-> Sound

C) Insert->Sound

D) **Transitions->Sound**

13) How to duplicate a Slide

A) Ctrl+C

B) Ctrl+V

C) Ctrl+P

D) **Ctrl+D**

14) How to insert a Slide Number

A) **Insert->Text->Slide Number**

B) View->Text->Slide Number

C) Home->Text->Slide Number

D) Design->Text->Slide Number

10) How can you insert a picture in another object in MS Power Point 2016

A) Home->Shape->Pictures

B) Insert->Shape->Fill-> Pictures

C) Insert-> Shape->Design->Shape Fill

D) **Insert-> Shape->Shape Format->Shape Fill**

15) If you have a PowerPoint show you created and want to send using email to another, you can add the show to your email message as a

A) Inclusion

B) **Attachment**

C) Reply

D) Forward

11) How many Tabs are present in Ribbon in MS Power Point 2016

A) 9

B) **11**

C) 7

D) 10

16) If you want to insert some slides from other presentation into current one chooses

12) How to add sound in a Slide Transition



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- A) **Home Tab or Insert Tab-> New Slide-> Reuse Slides**
- B) Design Tab-> New Slide-> Reuse Slides
- C) Animations Tab-> Reuse Slides
- D) Slide Show-> New Slide-> Reuse Slides
- 17) **In a PowerPoint presentation**
- A) Sound clips can be inserted but not movie clips
- B) Movie clips can be inserted but not sound clips
- C) Both cannot be inserted
- D) **Both can be inserted**
- 18) **In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)**
- A) animation
- B) **slide transition**
- C) custom animation
- D) preset animation
- 19) **In MS-PowerPoint two kind of sound effects files that can be added**
- A) .jpg and .gif
- B) .wav and .jpg
- C) **.wav and .mid**
- D) .wav and .gif
- 20) **In order to edit a chart, you can**
- A) Triple click the chart object
- B) Click and drag the chart object
- C) **Double click the chart object**
- D) Click the chart object
- 21) **In PowerPoint presentation**
- A) Sound clips can be inserted but not movie clips
- B) Movie clips can be inserted but not sound clips
- C) Both cannot be inserted
- D) **Both can be inserted**
- 22) **In PowerPoint, when the mouse pointer appears as this it indicates that the Draw Table feature is on**
- A) Solid plus sign
- B) Solid arrow
- C) I-beam
- D) **Pencil**
- 23) **In predefine themes,_____ option has to be chosen to change theme color but not the Background Color of the Theme**
- A) Effects
- B) **Variants**
- C) Color scheme



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- D) Format Background
- 24) In slide layout panel how many Layouts available within the Slide Master are: Title Slide Layout in MS-PowerPoint 2016?
- A) 9
B) 7
C) 12
D) None of above
- 25) In which menu can you find features like Slide Design MS PowerPoint 2016
- A) Insert Tab
B) Design Tab
C) Animations Tab
D) Slide Show Tab
- 26) List Box and Text box
- A) are some other than that in a list box the bullets are enabled
B) are different. List boxes are used to present lists and can't be created with text boxes
C) Both of above
D) None of above
- 27) Microsoft PowerPoint can insert objects from the following add-ins?
- A) Equation Editor
B) Organization Chart
C) Photo Album
D) All of these
- 28) Minimum spacing between two Lines
- A) 1
B) 1.5
C) 0.5
D) 2
- 29) Press ____ to end a presentation
- A) Tab
B) Esc
C) P
D) E
- 30) Screen Recording option is place in which Tab in MS PowerPoint 2016
- A) Record Tab
B) Insert Tab
C) Home Tab
D) Animations Tab
- 31) Selecting landscape changes our page from
- A) A tall to wide orientation
B) A wide to tall orientation



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C) Both

D) None of these

A) 1

B) 4

C) 2

D) 5

32) Shortcut Key to stop Screen

Recording in MS Power Point 2016

A) Windows Logo+Shift+S

B) Windows Logo+Ctrl+Q

C) Windows Logo+Shift+O

D) Windows Logo+Shift+Q

33) Shortcut of screenshot option

A) PrtScr SysRq

B) Print Screen

C) Ctrl+Shift+S

D) None of Above

34) The difference between Slide

Design and Auto Content Wizard is

A) Both are same

B) Auto Content Wizard is just the wizard version of Slide Design

C) Slide Design does not provide sample content but Auto Content Wizard provides sample content too!

D) Slide design asks your choice in steps but Auto Content Wizard does not let you make choices

35) The maximum zoom percentage in MS PowerPoint 2016 is

36) The selected design template can be applied

A) to current slide only

B) to all the slides

C) to all the new presentation you create

D) all of above

37) The shortcut key to close PowerPoint

A) Ctrl+Q

B) F4

C) Ctrl+Delete

D) All of the above

38) To change font size of a selected slide title, you?

A) Click the toolbars font dropdown arrow and choose the font you prefer

B) Click format, title and choose a font from the font tab

C) Click the toolbar's increase font size button

D) Click title, new font, ok.



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39) To draw the square box in the slide by selecting rectangle tool

- A) Holding CTRL & Draw
- B) Holding ALT & Draw
- C) **Holding SHIFT & Draw**
- D) All of the above

40) To edit an already inserted embedded organization chart object by

- A) **Double Click on the organization chart object**
- B) CTRL + Click on the organization chart object
- C) SHIFT + Click on the organization chart object
- D) None of the above

41) To edit the text within the boxes of an organization chart, you

- A) **select the box and text, then make changes**
- B) select the box, then make the changes
- C) highlight the text, then make the changes
- D) a and b both

42) to insert a hyperlink in a slide

- A) Choose Insert >> Hyperlink
- B) Press Ctrl + K
- C) Hyperlinks can't be inserted in slides
- D) **both a & b**

43) To insert slide numbers

- A) Insert a text box and select Insert >> Page Number
- B) Insert a textbox and select Insert >> Number >> Page Number
- C) **Choose Insert >> Slide Number**
- D) Insert a new text box and select

Insert >> slide Number

44) To insert slide numbers

- A) Insert a text box and select Insert >> Page Number
- B) Insert a textbox and select Insert >> Number >> PageNumber
- C) **Choose Insert >> Slide Number**
- D) Insert a new text box and select Insert >> slide Number

45) To prepare a presentation which application is used

- A) Photoshop
- B) **PowerPoint**
- C) MS Word
- D) None



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46) To save a presentation you

- A) click save on the windows start button
- B) press Ctrl + F5
- C) **select File, Save from the menu**
- D) click the saver button on the formatting toolbar

47) To start Microsoft PowerPoint application

- A) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
- B) Hit Ctrl + R then type ppoint.exe and Enter
- C) **Click Start >> Run then type powerpnt then press Enter**
- D) All of above

48) What are lines, curve, freeform, and scribble?

- A) Emphasis effects that can be applied to animations
- B) **Types of custom motion paths**
- C) Predefined entrance and exit effects
- D) All of the above

49) What are symbols used to identify items in a list?

- A) Icons
- B) Markers
- C) **Bullets**
- D) Graphics

50) What are the three options available in Insert >> Picture menu?

- A) Clipart, Pictures, Shapes
- B) Clipart, From File, Shapes
- C) **Clipart, From Files, AutoShapes**
- D) Clipart, Pictures, AutoShapes

51) What happens if you select first and second slide and then click on New Slide button on toolbar?

- A) A new slide is inserted as first slide in presentation
- B) A new slide is inserted as second slide in presentation
- C) **A new slide is inserted as third slide in presentation**
- D) None of Above

52) What is the default filename of a PowerPoint file?

- A) Presentation
- B) Mypresentation
- C) **Presentation1**
- D) Default



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53) What is the keyboard shortcut to start the slideshow from the current slide of a PowerPoint presentation?

- A) F5
- B) Ctrl+F5
- C) **Shift+F5**
- D) Ctrl+F12

54) What is the name of the form used to input chart values?

- A) **Datasheet**
- B) Microsoft Excel
- C) Microsoft graph
- D) Auto form

55) What is the term used when a clip art image changes the direction of faces?

- A) Group
- B) Flip
- C) **Rotate**
- D) All of the above

56) What is the term used when you press and hold the left mouse key and move the mouse around the slide?

- A) Highlighting
- B) **Dragging**

C) Selecting

D) Moving

57) What lets you to create new presentation by selecting ready-made font color and graphics effects?

- A) Presentation Template
- B) Master Slide
- C) **Design Template**
- D) Animation Scheme

58) When you delete a text box object from slide

A) **The object is deleted but text box and the text inside is left on the slide****

- B) The text box is deleted and the text is pasted on the slide
- C) The text box and text both are deleted
- D) None of above

59) Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

- A) Design Template
- B) **Color Scheme**
- C) Font Color



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- D) Object Color
- 60) Which is the menu to create a text box on a slide?
- A) View -> Text Box
 - B) Tools -> Text Box
 - C) **Insert -> Text Box**
 - D) Format -> Text Box
- 61) Which key can be used to view Slide show
- A) F2
 - B) F3
 - C) F4
 - D) **F5**
- 62) Which lets you to create new presentation by selecting readymade font color and graphics effects
- A) Presentation Template
 - B) Master Slide
 - C) **Design Template**
 - D) Animation Scheme
- 63) Which of the following can you use to add times to the slides in a presentation?
- A) Slide show menu
 - B) **Rehearse timings button**
 - C) Slide transition button
 - D) All of the above
- 64) Which of the following font Effect is not available in PowerPoint font dialog box
- A) Underline
 - B) **Shadow**
 - C) Small Cap
 - D) Strikethrough
- 65) Which of the following is not a tab found on the PowerPoint Ribbon?
- A) Review
 - B) View
 - C) **Page Layout**
 - D) Design
- 66) Which of the following is not a way to create a new presentation?
- A) **Using the Scan-In Slides feature**
 - B) From scratch (create a blank presentation)
 - C) Using a template
 - D) Using the auto content wizard
- 67) Which of the following is the default orientation for notes pages, outlines and handouts?
- A) Vertical
 - B) Landscape



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C) **Portrait**

D) None of above

68) Which of the following method can insert a new slide in current presentation?

A) Right click on the Slide panel and choose New Slide

B) From Insert menu choose New Slide

C) Click on New Slide button on toolbar

D) **All of above**

69) Which of the following section does not exist in a slide layout?

A) Titles

B) Lists

C) Charts

D) **Animations**

70) Which of the following should be used when you want to add a slide to an existing presentation?

A) File, add a new slide

B) **Insert, New slide**

C) File Open

D) File, New

71) Which of the following statement is true

A) **You can insert text boxes from drawing toolbar in PowerPoint**

B) You cannot insert text boxes from drawing toolbar in PowerPoint

C) Text boxes are providing when you choose a layout and can't be inserted afterwards

D) None of above

72) Which of the following Tab provide different options in various master views?

A) **View**

B) Review

C) Slide Show

D) Home

73) Which of the following tool

enables you to add text to a slide without using the standard placeholders

A) **Text toolbox**

B) Line tool

C) Drawing tool

D) Auto shapes tool

74) Which option allows you to select line, curve, freeform or scribble tools?

A) Create effect



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- B) Insert motion path
C) **Draw custom path**
D) All of the above
- 75) Which option on the custom animation task pane allows you to apply a preset or custom motion path?
A) **Add Animation**
B) Emphasis
C) Animate now
D) All of the above
- 76) Which PowerPoint feature allows the user to create a simple presentation without having to spend too much time on it?
A) **AutoContent Wizard**
B) Animation
C) Color Schemes
D) Chart Wizard
- 77) Which term is related with decorative text?
A) Cross reference
B) Hyperlink
C) Clipart
D) **WordArt**
- 78) Which type of template provides a design concept, fonts & color scheme for presentation?
A) Format
B) **Design**
C) Content
D) Normal
- 79) You can create a new presentation by completing all of the following except
A) Clicking the new button on the standard toolbar
B) Clicking file, new
C) **Clicking file open**
D) Pressing ctrl + N
- 80) You can show the shortcut menu during the slide show by
A) Clicking the shortcut button on the formatting toolbar
B) **Right clicking the current slide**
C) Clicking an icon on the current slide
D) a and b
- 81) You can translate Language from English to any other in MS PowerPoint 2016
A) Review> Translate
B) View> Translate
C) **Home> Translate****
D) Slide Show> Translate

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