

MCQs ON CHAPTER 8 : Introduction To Microsoft PowerPoint 2013

(SOLVED)

Choose the correct option of the following :

1. The initial release of Microsoft PowerPoint was called _____ .

- a) Pointer
- b) Presenter**
- c) Power slider
- d) None of these

2. Which bar displays the name of the presentation on which you are currently working on ?

- a) Quick access toolbar
- b) Status bar
- c) Ribbon
- d) Title bar**

3. The dotted rectangular boxes in a blank slide is called as _____.

- a) Slide holders
- b) Placeholders**
- c) Slide layout
- d) none of these

4. What is the shortcut key to insert a new slide ?

- a) Ctrl + M**
- b) Ctrl + C
- c) Ctrl + I
- d) Ctrl + N

5. The option to add picture to the slide can be accessed from the _____ tab.

- a) Home
- b) Insert**
- c) Design
- d) Page Layout

6. Which of the following refers to the general arrangement of various components on the slide ?

- a) Slide show
- b) Slide
- c) Slide layout**
- d) Placeholders

7. The _____ provides details such as current slide number and the total number of slides in a presentation .

- a) Quick access toolbar
- b) Status bar**
- c) Ribbon
- d) Title bar

8. You can activate Spelling & Grammar check by pressing _____ .

- a) F4
- b) F5
- c) F6
- d) F7**

9. The _____ is used as the first slide to introduce the presentation to the audience.


- a) Title Slide
- b) Content Slide
- c) Slides
- d) None of these

10. Which tab contains the option to add themes to the slide to make it look attractive ?

- a) Home
- b) Insert
- c) Design
- d) Page layout

11. The shortcut key for opening a presentation _____.

- a) Ctrl + S
- b) Ctrl + O
- c) Ctrl + C
- d) Ctrl + V

12.  This button helps to start the slideshow _____ .

- a) from beginning
- b) from current slide
- c) from last
- d) none of these

13. We can quickly start the slideshow by pressing _____ .

- a) F4
- b) F5
- c) F6
- d) F7