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Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 4

Directions : Read the following questions carefully and choose the right answer.

1. In Microsoft PowerPoint presentation designs regulate the formatting and layout for the slide and are commonly called.

- A. Design plates B. Templates C. Placeholders D. Blueprints E. None of these

2. Which of the following is not one of PowerPoint view ?

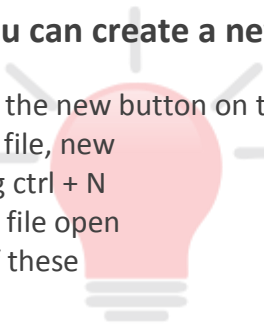
- A. Slide show view B. Slide view C. Presentation view D. Outline view E. All of the above

3. A _____ is a series of slides displayed in a particular sequence.

- A. placeholder B. template C. layout D. slide show E. None of these

4. 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. Pressing ctrl + N
D. Clicking file open
E. None of these



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5. Which of the following views is the best view to use when setting transition effects for all slides in a presentation ?

- A. Slide view B. Notes page view C. Slide sorter view D. Outline view E. None of these

6. How can we view slide show repeated continuously ?

- A. repeat continuously B. loop continuously until 'Esc'
C. loop more D. All of the above
E. None of the above

7. What are visual effects in the form of movements from one slide to another during a presentation called?

- A. Formatting B. Animation C. Transitions D. Effect Working E. None of these

8. _____ is used to change the design and layout of printed handouts.

- A. Slide Sorter View B. Slide Master View C. Handout Master View D. Notes Master View
E. None of the Above



9. Main editing view, where slides are written and design is known as _____ .

A. Normal View B. Notes Page View C. Slide Master View D. Notes Master View E. Multi slide view

10. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?

A. Slide Sorter B. Slide Show C. Slide Master D. Notes Page E. Slide Design

Correct Answers:

1	2	3	4	5	6	7	8	9	10
B	D	D	D	C	B	C	C	A	A



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Answers :

- 1.** Templates can contain layouts, theme colours, theme fonts, theme effects, background styles and even content. You can create your own custom templates and store them, reuse them and share them with others.

Therefore (B) Templates is the correct answer.

- 2.** Therefore (D) Outline view is the correct answer.

Hence, option D is correct.

- 3.** Therefore (D) Slide show is the correct answer.

Hence, option D is correct.

- 4.** File open is an option selected for opening a file/presentation that already existed in the system or was saved in the system or previously made by the user. If the current file is not saved, then opening an existing file can delete the current file.

Therefore (D) Clicking file open is the correct answer.

- 5.** You can get to Slide Sorter view from the task bar at the bottom of the slide window, or from the View tab on the ribbon. Slide Sorter view (below) displays all the slides in your presentation in horizontally sequenced, thumbnails.

Therefore (C) Slide sorter view is the correct answer.

- 6.** Therefore (B) loop continuously until 'Esc' is the correct answer.

Hence, option B is correct.

- 7.** Slide transitions are the animation-like effects that can be seen when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the properties of transition effects by how it moves, various effects and animations. Steps to add transition are:

- Select the desired slide from the Slide Navigation pane.
- Click the Transitions tab, then locate the Transition to This Slide group.
- Click the More drop-down arrow to display all transitions.
- Click a transition to apply it to the selected slide.

Therefore the Answer is (C) Transitions

- 8.** Handouts are used in complex presentations to further explain information in detail as the information displayed in PPTs are compact and crisp, they give your audience something to take away from your presentation, to review later. Handout Master is used to make changes like moving, resizing, and formatting the header and footer placeholders, set the page orientation and specify the number of slides to print per handout page.

Therefore the answer is (C) Handout Master View.

- 9.** In Microsoft PowerPoint the normal view is the basic view used for creating and viewing presentation slides, the main feature is that the user can edit, view and design the slides at a single platform. This view is also known as Slide View and offers a full size view of a slide, making it easier to create and edit slides.

Therefore the Answer is (A) Normal View.

- 10.** Slide Sorter view displays all the slides in your presentation in horizontally sequenced, thumbnails.

Hence, option A is correct.



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