

By OnlineInterviewQuestions.com

Powerpoint MCQ Quiz

Take Powerpoint Quiz To test your Knowledge

We have listed below the best **PowerPoint MCQ Questions**, that check your basic knowledge of Microsoft PowerPoint. This **PowerPoint MCQ Test** contains 30+ best PowerPoint Multiple Choice Questions, which are very popular & asked various times in Exams/Interview. You have to select the right option for every question to check your final preparation. apart from this, you can also download below the **PowerPoint MCQ PDF** completely free.

Q1. Which of the following is used to start Microsoft Powerpoint application ?

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

Q2. What is the file extension of PowerPoint Application.

- A. .docx
- **B. .ppt**
- C. .xls
- D. .jpeg

Q3. PowePoint presentations are commanly used in -

- A. communication of planning
- B. note outlines for teachers
- C. project presentations by students
- **D. All of above**

Q4. _____ is not the view of PowerPoint.

- A. Slide Show viewSlide Sorter view
- **B. Slide Show view**

- **C. Outline view**
- D. Normal view

Q5. To open Power Point from Run Dialog Box, type _____ .

- A. PowerPoint
- **B. Powerpnt**
- C. Pwrpoint
- D. Powerpint

Q6. Handout Master is defined by -

- A. Slide formatting
- **B. Layout of handout**
- C. Slide transaction
- D. Layout of slide

Q7. What is animation?

- **A. Accelerate static images**
- B. Print out
- C. Changing the pictures in the graph
- D. To make a picture

Q8. The file formats _____ can add to power point shows.

- A. WAV
- B. MPEG
- C. JPG
- **D. All of the above**

Q9. Shortcut key to open pre-made Presentation is -

- **A. CTRL + O**
- B. CTRL + A
- C. CTRL + N
- D. CTRL + L

Q10. The page to create Presentation in Power Point is called -

- A. Sheet
- **B. Slide**
- C. Paper
- D. Document

Q11. _____ has a slide design option in MS Power point.

- A. None of these
- B. Standard Toolbar
- **C. Formatting Toolbar**
- D. Drawing Toolbar

Q12. _____ key is used for Help in PowerPoint.

- A. F2
- **B. F1**
- C. F3
- D. F6

Q13. Which is the basic element of PowerPoint.

- **A. Slide**
- B. Page
- C. File
- D. Sheet

Q14. The default file extension for a 2016 PowerPoint presentation is_____ .

- A. .ppt
- **B. .pptx**
- C. .pptc
- D. .pppe

Q15. Blank presentation is a feature that lets you create a show from scratch, using whatever layout, format, colors, and styles you prefer.

- **A. True**
- B. False

Q16. Which is a grid of columns and rows that is used to organize data.

- A. row
- **B. table**
- C. column
- D. None of the above

Q17. A _____ is a collection of design choices that includes colors, fonts, and special effects.

- A. Data
- **B. Theme**
- C. table
- D. slide

Q18. What is shortcut key for toggle ribbon ?

- **A. CTRL + F1**
- B. CTRL + F2
- C. CTRL + F3
- D. CTRL + F4

Q19. Shortcut key for the Slide Show view is -

- A. F1
- **B. F5**
- C. F3
- D. F4

Q20. A Button you can click to take you to a different slide, a file, a website, sound, etc. is called -

- **A. Action Buttons**
- B. Option Buttons

- C. tab Buttons
- D. None

Q21. A vector graphics image is created by mathematical statements.

- A. True
- B. False

Q22. word art a feature that allows the user to incorporate decorative text into a presentation.

- A. True
- B. False

Q23. Howmany rows and columns in a table in PowerPoint?

- A. 65 rows 65 columns
- B. 75 rows 75 columns
- C. 70 rows 70 columns
- D. 80 rows 80 columns

Q24. stub column is another name for the first column in a table.

- A. True
- B. False

Q25. Which of the following is the action button in the power point?

- A. End
- B. Help
- C. Home
- D. All of the Above

Q26. Which toolbar has a slide design option in MS Power point?

- A. Drawing Toolbar
- B. Standard Toolbar

- **C. Formatting Toolbar**
- D. None of above

Q27. How many types of layouts are in the power point?

- A. 3
- **B. 4**
- C. 5
- D. 6

Q28. What is the default PowerPoint standard layout?

- **A. Title slide**
- B. Blank slide
- C. Content slide
- D. None of above

Q29. What is custom show in PowerPoint?

- A. No option of Custom Shows
- **B. Creating Presentations within a Presentation**
- C. The Presentation which can present only on particular date
- D. None of above

Q30. pane is not available in Task Pane.

- A. Clip Art
- **B. Word Art**
- C. Search Results
- D. None of above

Q31. When you open a new presentation, a slide with the default _____ layout appears.

- **A. Title**
- B. Blank
- C. Home
- D. Variet