



# Engineering Classes



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## SUPERVISOR INSTRUCTOR MATERIAL FOR COMPUTER TRADE

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### ❖ Power Point QUESTIONS :-

**1. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are**

- a. .wav files and .mid files
- b. .wav files and .gif files
- c. .wav files and .jpg files
- d. .jpg files and .gif file

**2. Material consisting of text and numbers is best presented as**

- a. A table slide
- b. A bullet slide
- c. A title slide
- d. All of the above

**3. What is a motion path?**

- a. A type of animation entrance effect
- b. A method of advancing slides
- c. A method of moving items on a slide
- d. All of the above

**4. Which of the following should you use if you want all the slide in the presentation to have the same "look"?**

- a. the slide layout option
- b. add a slide option
- c. outline view
- d. a presentation design template

**5. in the context of animations, what is a trigger?**

- a. An action button that advances to the next slide
- b. An item on the slide that performs an action when clicked
- c. The name of a motion path
- d. All of above



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**6. special effects used to introduce slides in a presentation are called**

- a. effects
- b. custom animations
- c. transitions**
- d. present animations

**7. 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

**8. Which option on the custom animation task pane allows you to apply a preset or custom motion path?**

- a. Add effect**
- b. Emphasis
- c. Animate now
- d. All of the above

**9. 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

**10. the slide that is used to introduce a topic and set the tone for the presentation is called the**

- a. table slide
- b. graph slide
- c. bullet slide
- d. title slide**

**11. which of the following is the default page setup orientation of slide in PowerPoint**

- a. Vertical
- b. Landscape**
- c. Portrait
- d. None of above



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**12. In a document what is the maximum number of columns that can be inserted in MS Word Table?**

- a. 35
- b. 15
- c. **63**
- d. 65

**13. Want a PowerPoint photo album slide show to play continuously?**

- a. **Use random slide transitions**
- b. Launch an online broadcast
- c. Loop continuously
- d. All of the above

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

- a. **Slide sorter view**
- b. Notes pages view
- c. Slide view
- d. Outline view

**15. Which command brings you to the first slide in your presentation?**

- a. Next slide button
- b. Page up
- c. **Ctrl + Home**
- d. Ctrl + End

**16. 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

**17. The PowerPoint view that displays only text (title and bullets) is**

- a. Slide show
- b. Slide sorter view
- c. Notes page view
- d. **Outline view**

**18. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a**



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- a. animation
- b. slide transition**
- c. custom animation
- d. preset animation

**19. 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

**20. What is the short cut key to show the presentation?**

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

**21. Any and every command can be found on the**

- a. Drawing toolbar
- b. Formatting toolbar
- c. Standard toolbar
- d. Menu bar**

**22. What are symbols used to identify items in a list?**

- a. Icons
- b. Markers
- c. Bullets**
- d. Graphics

**23. Material consisting of text and numbers is best presented as**

- a. A table slide**
- b. A bullet slide
- c. A title slide
- d. All of the above

**24. Which of the following font effect is not available in PowerPoint Font dialog box?**

- a. Underline
- b. Shadow
- c. Emboss**
- d. Strikethrough



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**25. Which of the following is not a part of Slide Design?**

- a. Design Template
- b. Color Scheme
- c. Animation Scheme
- d. Slide Layout**

**26. In slide layout panel how many layouts are available for text layout by default?**

- a. 4**
- b. 7
- c. 12
- d. None of above

**27. The quickest way to create a PowerPoint presentation is to use the**

- a. Word for windows templates
- b. Auto creation wizard
- c. Auto content wizard**
- d. Presentation wizard

**28. Which of the following are types of sound files?**

- a. LOG files
- b. DAT files
- c. WAV files**
- d. DRV files

**29. The arrangement of elements such as Title and Subtitle text, pictures, tables etc. is called**

- a. Layout**
- b. Presentation
- c. Design
- d. Scheme

**30. To insert a new slide in the current presentation, we can choose**

- a. Ctrl + M**
- b. Ctrl + N
- c. Ctrl + O
- d. Ctrl + F



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**31. Which of the following is not a transition effect?**

- a. Blinks diagonal
- b. Dissolve
- c. Fade through black
- d. Blinds vertical

**32. The maximum zoom percentage in Microsoft PowerPoint is**

- a. 100%
- b. 200%
- c. **400%**
- d. 500%

**33. When an image is selected, it displays which of the following?**

- a. Two corner handles
- b. Six middle handles
- c. **Eight sizing handles**
- d. Six boxes

**34. on which part of the chart are the values entered in a data sheet displayed?**

- a. The title area
- b. The legend
- c. **The y-axis**
- d. The x-axis

**35. Which of the following should be used with the mouse when you want to draw a perfect shape?**

- a. The spacebar
- b. The alt key
- c. The ctrl key
- d. **The shift key**

**36. Which of the following must be used with the mouse when you want to resize an image from the center and keep it proportioned?**

- a. The space bar
- b. The alt key
- c. **The ctrl key**
- d. The shift key



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**37. Ellipse motion is predefined**

- a. Design Template
- b. Color Scheme
- c. Animation Scheme**
- d. None of these

**38. How can the slide show be repeated continuously**

- a. Loop continuously until ESC**
- b. Repeat continuously
- c. Loop more
- d. None of these

**39. Line spacing refers to**

- a. The space between the lines of text**
- b. The height of the line
- c. The length of the line
- d. a and c

**40. What is the shortcut key to start presentation from current slide?**

- a. F5
- b. Alt + F5
- c. Ctrl + F5
- d. Shift + F5**

**41. Holding down the shift key and rotate the image will rotate in increments of**

- a. 10 Degree
- b. 15 Degree**
- c. 20 Degree
- d. 25 Degree

**42. What is the short cut key of spelling and grammer check**

- a. F4
- b. F3
- c. F7**
- d. F2



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**43. How can you stop a slide show ?**

a. Press the right arrow

**b. Escape key**

c. Press the left arrow

d. Press the down arrow

**44. Which is the shortcut key to close the document?**

a. Ctrl + W

b. Alt + F5

c. Ctrl + F5

d. Shift + F5

**45. Which type of fonts are best suite to display large amount of text?**

a. Serif Fonts

b. Sans Serif Fonts

c. Text Fonts

d. Picture Fonts

**46. In Microsoft PowerPoint in order to see all the slides on one screen use**

a. View, slide sorter

b. View, slide

c. View, master

d. View, slide show

**47. Objects on the slide that hold text are called**

a. placeholders

b. object holders

c. AutoLayouts

d. textholders

**48. Minimize the window shortcut key**

a. CTRL + F9

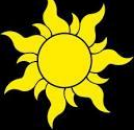
**49. Maximize the window shortcut key**

a. CTRL + F10

**50. Restore window**

a. CTRL + F5





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**51. Shortcut key to the end of a text box**

a. Ctrl + END

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જેના જીવનનું લક્ષ્યબિંદુ નિશ્ચિત ન હોય એને જ  
સમય પસાર કરવાનાં સાધન શોધવાં પડે છે.