

**Course  
&  
Test Series**

**Exam Paper For MS PowerPoint**

Time: 30 Minutes

Marks : 30

Note: All question are compulsory

**Section A(5\*1=5)  
MCQ Questions**

Ques1:- Which tab in PowerPoint allows you to insert new slides?

- a) Home
- b) Insert
- c) Design
- d) Slide Show

Ques2:-Which option in PowerPoint allows you to hide a slide during a presentation?

- a) Skip Slide
- b) Hide Slide
- c) Invisible Slide
- d) Secret Slide

Ques3:-How can you align multiple objects on a slide in PowerPoint?

- a) Using the Alignment option in the Format menu
- b) By dragging and dropping the objects to align them manually
- c) Pressing the Ctrl key while clicking on the objects
- d) By using the Distribute Horizontally or Vertically option

Ques4:- How can you add a hyperlink to a website or a slide in PowerPoint?

- a) Right-click on the object and choose "Add Hyperlink."
- b) Click on the Hyperlink button in the Home tab.
- c) Use the Ctrl + H shortcut key.
- d) Hyperlinks are added automatically in PowerPoint.

Ques5:- What is the function of the Slide Master in PowerPoint?

- a) To create hidden slides
- b) To manage the slide transitions
- c) To apply a consistent layout and formatting to all slides
- d) To record narration for the presentation

**Section B(5\*5=25)  
Descriptive Questions**

Ques1:- What is Microsoft PowerPoint? Why it is used?

Ques 2:- What is the difference between Normal View and Slide Sorter View?

Ques3:- What is the difference between Template and Theme?

Ques4:- How can you record a video of your presentation?

Ques5:- What are Guides and Gridlines?

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking &  
Insurance**

 **Central Govt.  
Service**

 **State Govt.  
Services**

 **LAW  
Entrance**

 **MBA  
Entrance**

 **Railways & Metro  
Services**

...many more

**abhyasonline.in**