

Course
&
Test Series

Exam Paper for MS Power Point

Time: 45 Minutes

Marks : 50

Note: All questions are compulsory

Section A(5*1=5)
MCQ Questions

Ques 1:-What is the primary purpose of PowerPoint?

- A) Creating spreadsheets
- B) Designing websites
- C) Creating presentations
- D) Editing videos

Ques 2:-What does the 'Slide Master' in PowerPoint control?

- A) Animations for slides
- B) Overall design and layout of slides
- C) Spell check
- D) Slide transitions

Ques 3:-What is the purpose of the 'Notes' section in PowerPoint?

- A) To add hidden slides
- B) To add comments for presenters
- C) To create hyperlinks
- D) To format text

Ques 4:-What is a PowerPoint slide?

- A) A graphic design tool for creating images
- B) A page in a presentation that displays content like text, images, and videos
- C) A text document used for writing notes
- D) A spreadsheet for organizing data

Ques 5:-What is a PowerPoint template?

- A) A pre-designed slide layout that can be used for presentations
- B) A slide background without any design
- C) A blank slide for creating presentations from scratch
- D) A video file used in presentations

Section B(5*5=25)
Descriptive Questions

Ques 6: What are the advantages of using PowerPoint?

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 ICSE

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 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

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- Ques 7: Explain why transitions are useful in PowerPoint.
Ques 8: How do you find new ideas for PowerPoint presentation designs?
Ques 9: What is the Animation Pane, and why is it important? How can you control the timing of animations or transitions?
Ques 10: What is a hyperlink, and how can it be added to a slide?

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Section C(1*20=20)
Long Questions

Ques 11:

- (a) Explain the main features of Microsoft PowerPoint and describe how it differs from other Microsoft Office applications like Word and Excel. (10 Marks)
- (b) What are slides, layouts, and placeholders in PowerPoint? Explain their role in creating a structured presentation. (10 Marks)

