

Question Answer

Microsoft Power Point

PowerPoint Fundamentals

1. What's the keyboard shortcut for starting a slideshow from the current slide? **Answer:** Shift + F5
 2. Which view is used for rearranging slides and adding transition effects? **Answer:** Slide Sorter view
 3. What's the file extension for a standard PowerPoint presentation? **Answer:** .pptx
 4. What's the term for the overall design and layout of a slide? **Answer:** Slide Master
 5. Which tab is used for inserting pictures, shapes, and charts? **Answer:** Insert tab
 6. What's the default view when you open PowerPoint? **Answer:** Normal view
 7. How can you duplicate a slide quickly? **Answer:** Select the slide and press Ctrl + D
 8. What is a "theme" in PowerPoint? **Answer:** A collection of pre-defined colors, fonts, and effects.
 9. What's the main purpose of the "Notes" pane? **Answer:** To add speaker notes for the presenter.
 10. What's the function of the "Rehearse Timings" feature? **Answer:** To practice your presentation and record the time spent on each slide.
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Slide Elements and Formatting

11. What are placeholders used for? **Answer:** To hold text, pictures, or other objects on a slide.
12. How do you apply a consistent font and color scheme to all slides? **Answer:** Use the Slide Master.
13. What's the difference between a "Transition" and an "Animation"? **Answer:** Transitions are for slide movement, while animations are for objects within a slide.
14. How do you add a footer to all slides? **Answer:** Go to the Insert tab and select "Header & Footer."
15. What's the purpose of the "Format Painter"? **Answer:** To copy formatting from one object to another.
16. How do you group multiple objects together? **Answer:** Select the objects, right-click, and choose "Group."
17. What's a "SmartArt" graphic? **Answer:** A visual representation of information and ideas.

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18. How do you add a hyperlink to a slide? **Answer:** Select the text or object and press Ctrl + K.
19. What's the function of the "Crop" tool? **Answer:** To trim unwanted parts of an image.
20. How do you align multiple objects? **Answer:** Use the "Align" tools on the Home tab.
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Animations and Multimedia

21. What are the four types of animation effects? **Answer:** Entrance, Emphasis, Exit, and Motion Paths.
22. Which pane controls the order of animations? **Answer:** The Animation Pane.
23. How do you make an animation happen automatically after the previous one? **Answer:** Set the animation's start to "After Previous."
24. What's the purpose of a "trigger" in animations? **Answer:** To start an animation when you click on a specific object.
25. How do you embed a video in a presentation? **Answer:** Go to the Insert tab and select "Video."
26. What's the difference between "linked" and "embedded" video? **Answer:** Linked videos depend on the source file, while embedded videos are part of the presentation file.
27. How do you add narration to a slideshow? **Answer:** Use the "Record Slide Show" feature.
28. What's the "Motion Paths" animation used for? **Answer:** To move an object along a specific path.
29. How can you set a background music track to play throughout the entire presentation? **Answer:** Set the audio to "Play Across Slides."
30. Which option allows you to hide a slide during a presentation? **Answer:** The "Hide Slide" option.
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Presentation and Sharing

31. What's the keyboard shortcut for ending a slideshow? **Answer:** Esc (Escape)
32. How do you view your speaker notes during a presentation? **Answer:** Use Presenter View.

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33. What's the purpose of the "Package for CD" feature? **Answer:** To bundle the presentation and all linked files for easy sharing.
34. How do you turn a PowerPoint presentation into a video? **Answer:** Go to "File," "Export," and select "Create a Video."
35. What's the purpose of a "PowerPoint Show" file? **Answer:** A file that opens directly in slideshow mode (.ppsx).
36. How do you password-protect a presentation? **Answer:** Go to "File," "Info," and select "Protect Presentation."
37. What's a kiosk presentation? **Answer:** A self-running presentation that loops continuously.
38. How can you add a table to a slide? **Answer:** Use the "Table" option on the Insert tab.
39. What's the primary benefit of saving a presentation as a PDF? **Answer:** It preserves the formatting and can be viewed on any device without PowerPoint.
40. How do you insert a screenshot into a slide? **Answer:** Use the "Screenshot" option on the Insert tab.
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Advanced Features

41. What is a "Custom Slide Show"? **Answer:** A slideshow that includes a specific selection of slides from the presentation.
42. How can you create a flow chart in PowerPoint? **Answer:** Use shapes and connectors from the "Shapes" menu.
43. What's the purpose of the "Zoom" feature? **Answer:** To create non-linear presentations with a summary and clickable sections.
44. How do you create a table of contents that links to different sections? **Answer:** Use the "Summary Zoom" feature.
45. What is a "PowerPoint add-in"? **Answer:** A third-party program that adds new features to PowerPoint.
46. How do you merge shapes together? **Answer:** Use the "Merge Shapes" tools on the Shape Format tab.
47. What's the difference between a "Shape" and a "Text Box"? **Answer:** Shapes can be filled with color and have outlines, while text boxes are primarily for text.
48. How do you add comments to a presentation? **Answer:** Use the "New Comment" button on the Review tab.

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49. How do you run a macro in PowerPoint? **Answer:** Go to the "Developer" tab and select "Macros."
50. What is a "Slide Library"? **Answer:** A feature for sharing and reusing slides across different presentations.