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Answer Key for MS Power Point

Section A (MCQS)

Q1. Which tab in PowerPoint allows you to insert new slides?

Answer: a) Home

Q2. Which option in PowerPoint allows you to hide a slide during a presentation?

Answer: b) Hide Slide

Q3. How can you align multiple objects on a slide in PowerPoint?

Answer: a) Using the Alignment option in the Format menu

Q4. How can you add a hyperlink to a website or a slide in PowerPoint?

Answer: a) Right-click on the object and choose "Add Hyperlink."

Q5. What is the function of the Slide Master in PowerPoint?

Answer: c) To apply a consistent layout and formatting to all slides

Section B (Descriptive Questions)

Q1. What is Microsoft PowerPoint? Why it is used?

Answer: Microsoft PowerPoint is a presentation software developed by Microsoft that allows users to create slides containing text, images, charts, animations, and videos. It is used to present information in an organized and visually appealing way during meetings, lectures, and seminars. PowerPoint helps to explain ideas clearly and keep the audience engaged.

OR

Answer:

- Microsoft PowerPoint is a computer program used to make presentations.
- It helps you create slides with text, pictures, charts, videos, and sounds.
- You can use it to explain ideas clearly and visually.
- It is useful for teaching, meetings, school projects, and business presentations.
- PowerPoint makes information easy to understand and more interesting for the audience.

Q2. What is the difference between Normal View and Slide Sorter View?

Answer:

Normal View: This is the main editing view where you can create and edit individual slides. It shows the slide thumbnails on the left and the current slide in the main window.

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Slide Sorter View: This view displays all slides in thumbnail form on one screen. It is mainly used to rearrange, delete, or organize slides easily.

OR

Normal View:

- It is the main view used to create and edit slides.
- You can add text, pictures, and other objects to individual slides.
- It shows one slide at a time with slide thumbnails on the left side.
- Best for editing content on slides.

Slide Sorter View:

- This view shows all slides as small thumbnails on one screen.
- It helps you rearrange, delete, or copy slides easily.
- You cannot edit slide content here.
- Best for organizing and managing the order of slides in a presentation.

Q3. What is the difference between Template and Theme?

Answer:

- **Template:** A template is a ready-made presentation file that includes layouts, background designs, fonts, and sometimes content. It serves as a model to create new presentations quickly.
- **Theme:** A theme is a set of design elements (colors, fonts, effects, and backgrounds) that you can apply to any presentation to maintain a consistent look.

OR

Template:

- A template is a ready-made presentation file that already has slide layouts, designs, and sometimes sample content.
- It helps you create a new presentation quickly without starting from scratch.
- Example: A "Business Report" or "School Project" template.

Theme:

- A theme is a set of colors, fonts, and effects that control the overall look of your slides.
- You can apply a theme to change the style of any presentation.

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- Example: Changing the theme changes the background color and text style, but not the content.

Q4. How can you record a video of your presentation?

Answer:

To record a video of your presentation in PowerPoint:

- Go to the Slide Show tab.
- Click Record Slide Show → choose Start Recording from Beginning or from Current Slide.
- Present and narrate your slides.
- When done, stop the recording.
- To save the video, go to File → Export → Create a Video and choose the quality and settings.

OR

You can record a video of your PowerPoint presentation by following these steps:

- Open your presentation in Microsoft PowerPoint.
- Go to the Slide Show tab on the ribbon.
- Click on Record Slide Show.
- Choose Start Recording from Beginning or Start Recording from Current Slide.
- As you record, you can speak, move through slides, and use the pointer or pen tools.
- When you finish, click Stop Recording.
- To save it as a video, go to File → Export → Create a Video, and choose the quality and settings you want.

Q5. What are Guides and Gridlines?

Answer:

- **Guides:** These are movable reference lines that help you align objects accurately on a slide. You can add or adjust guides to position items consistently.
- **Gridlines:** These are non-printable dotted lines that create a grid on the slide background, helping to align text boxes, images, and shapes evenly.

OR

Guides:

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- Guides are straight lines (horizontal or vertical) that help you align objects like text boxes, pictures, or shapes on a slide.
- You can move or add more guides to position items neatly.
- They do not appear in the final presentation or printout – they are only for your help while designing.

Gridlines:

- Gridlines are a set of small dotted lines that form a grid on the slide background.
- They help you place and align objects evenly on the slide.
- Like guides, gridlines are only visible in editing mode, not during the slide show.

