

Basic computer test - Part 3

Next series of multiple choice questions on informatics, in the questions below will be questions related to Powerpoint so readers can check their understanding of this section.

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Question 1 . In Powerpoint to create 1 new Slide we use?

- A. Home -> Slides -> New Slide
- B. Insert -> New Slide
- C. Design -> New Slide
- D. View -> New Slide

Question 2 . When designing the Slide, using Home -> Slides -> What does New Slide mean?

- A. Insert a new slide right before the current slide
- B. Insert a new slide right after the current slide
- C. Insert a new slide right before the first slide
- D. Insert a new slide right after the last slide

Question 3 . In Powerpoint, we want to use page numbering for each Slide.

- A. Insert Bullets and Numbering
- B. Insert Text Slide Number.
- C. Format Bullets and Number.
- D. The above statements are all wrong

Question 4 . To create an effect for 1 Slide, which option do you use?

- A. Animations -> Add Animation
- B. Animations -> Animation
- C. Transitions -> Effect Options
- D. Transitions -> Transition to this Slide

Question 5 . To present an existing Slide, which option do you use? (Choose multiple options)

- A. Press Shift + F5
- B. Press Ctrl + Shift + F5
- C. Slide Show -> Start Slide Show -> From Current Slide
- D. Press F5 key

Question 6 . Which of the following tool functions in the group is used to view the slide show that is being designed (the toolbar zooms to the right of the design interface):

- A. Normal
- B. Slide Sorter
- C. Slide show
- D. Reading view

Question 7 . When designing Slide with PowerPoint, want to change the design background of Slide, we do:

- A. Design -> Themes .
- B. Design -> Background .
- C. Insert -> Slide Design .
- D. Slide Show -> Themes .

Question 8 . Animations function / Timing / Delay used to:

- A. Set the waiting time before the slide is shown
- B. Set the standby time before the effect starts
- C. Set up uptime for all effects
- D. All is right

Question 9 . To cancel the operation, press the key combination:

- A. Ctrl + X
- B. Ctrl + Z
- C. Ctrl + C
- D. Ctrl + V

Question 10 . To plot the graph in Slide, select:

- A. File / Chart
- B. Insert / Chart
- C. View / Chart
- D. Design / Chart

Answer:

1. A
2. B
3. B
4. A
5. A, C
6. A

7. A

8. D

9. B

10. B

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2. 5 tips for using professional PowerPoint
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