

Test of PowerPoint computing

Please take a moment to check your understanding of this software and Network Administrator.

Microsoft PowerPoint is an extremely familiar office software for many of us. With this software, users can create slides to show the themes and messages associated with the effects. MS PowerPoint is often used to build electronic lectures, presentations, even to advertise, make cartoons and show photos. Take some time to check your understanding of the part Please use this software and network administrator.

Question 1 . After you have completed the presentation, which of the following is not a presentation right away?

- A. Select Slide Show> Custom Show
- B. Select Slide Show> View Show
- C. Select View> Slide Show
- D. Press F5 key

Question 2 . Select File> Close to use

- A. Save the current file
- B. Open a file
- C. Close the current file
- D. Exit Powerpoint

Question 3 . After selecting a piece of text, which of the following is not to lose the text?

- A. Press Alt + X.
- B. Left-click the Cut button (the scissors icon) on the toolbar.
- C. Press the Delete key.
- D. Select Edit -> Cut.

Question 4 . Presenting a presentation, want to stop presenting, press the key

- A. Tab
- B. Esc
- C. Home
- D. End

Question 5 . To open an existing file on disk, we must first:

- A. Select File -> Open
- B. Select File -> New
- C. Select File -> Save
- D. Select File -> Save As

Question 6 . To format the words 'Electronic lesson plan' to 'Electronic lesson plan' (bold, italic, underline), all operations must be performed:

- A. Insert the text cursor in the middle of the text, press Ctrl + U, Ctrl + I and Ctrl + B
- B. Insert the text cursor in the middle of the text, press Ctrl + B, Ctrl + U and Ctrl + I
- C. Select that text, press Ctrl + U, Ctrl + I and Ctrl + B
- D. Press Ctrl + U, Ctrl + I and Ctrl + B

Question 7 . To save the open GADT.PPT file, we can:

- A. Select File -> Save
- B. Select File -> Save As
- C. Choose File -> Save or File -> Save As
- D. Select File -> Close

Question 8 . To cancel the operation, press the key combination:

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

Question 9 . Operation select File -> Open is to

- A. Open a presentation already on disk
- B. Create a new presentation to design the presentation
- C. Save presentation is designing
- D. Save presentation is designing with another name

Question 10 . While designing an electronic lesson plan, select Insert -> New Slide to leave

- 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

Answer:

- 1. A
- 2 C
- 3. A
- 4. B, D
- 5. A 6. C
- 7. A
- 8. B
- 9. A
- 10. B

See more:

1. Quality presentation websites instead of PowerPoint
2. 50 alternative slideshow applications for PowerPoint
3. How to black out or whiten the PowerPoint presentation screen

You finished reading the article "**Test of PowerPoint computing**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
