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# MS PowerPoint

Microsoft PowerPoint is a powerful presentation software developed by Microsoft and included in the Microsoft Office suite alongside Word, Excel, and other productivity tools. It is used to create presentations for both personal and professional purposes. A presentation is a collection of slides arranged in sequence, where each slide may contain text, images, charts, tables, diagrams, animations, and transitional effects. PowerPoint helps users present data and information in a visually engaging way, making it easier for audiences to understand ideas clearly and practically.

Default Extension: .pptx (Used in PowerPoint versions 2007 and later; earlier versions used .ppt)

Default File Name: Presentation1 (This is the name automatically assigned to a new unsaved presentation)

## Uses of MS PowerPoint

### 1. PowerPoint in Education

Teachers can use PowerPoint to teach subject lessons and chapters from any book.

It allows teachers to cover a topic across different slides, where they can manage, highlight, and explain key points effectively.

Students can also create their own presentations for self-learning or to present to teachers.

### 2. PowerPoint in Business

PowerPoint helps professionals create structured plans and presentations related to their business or organization.

Training teams can showcase methods using diagrams, images, and visual elements.

### 3. PowerPoint for Job Seekers

Job seekers can design digital or multimedia resumes using PowerPoint.

It offers a unique and creative way to present skills and qualifications to interviewers.

### 4. PowerPoint for Tutorials

PowerPoint is useful for creating worksheets and tutorials in training or educational contexts.

It allows step-by-step visual explanation of concepts.

### 5. PowerPoint as a Photo Slide Show

PowerPoint can be used to create photo slideshows or digital albums for personal or promotional use.

For example, one can design a heartfelt tribute to family members or showcase memorable moments.

## Key Components of MS PowerPoint

### 1. Slides

Slides are the individual pages of a presentation. Each slide can contain titles, text, graphs, shapes, ClipArt, drawn objects, and other visual elements. They are the building blocks of your presentation.

### 2. Handouts

Handouts are printed copies of your presentation. You can print one slide per page or multiple slides (2, 3, 4, 6, or 9) on a single page. These are useful for audience reference and note-taking during or after the presentation.

### 3. Speaker's Notes

Speaker's Notes are private notes that correspond to each slide. They include a thumbnail of the slide and space for additional reminders or talking points. These help presenters stay organized and confident during delivery.

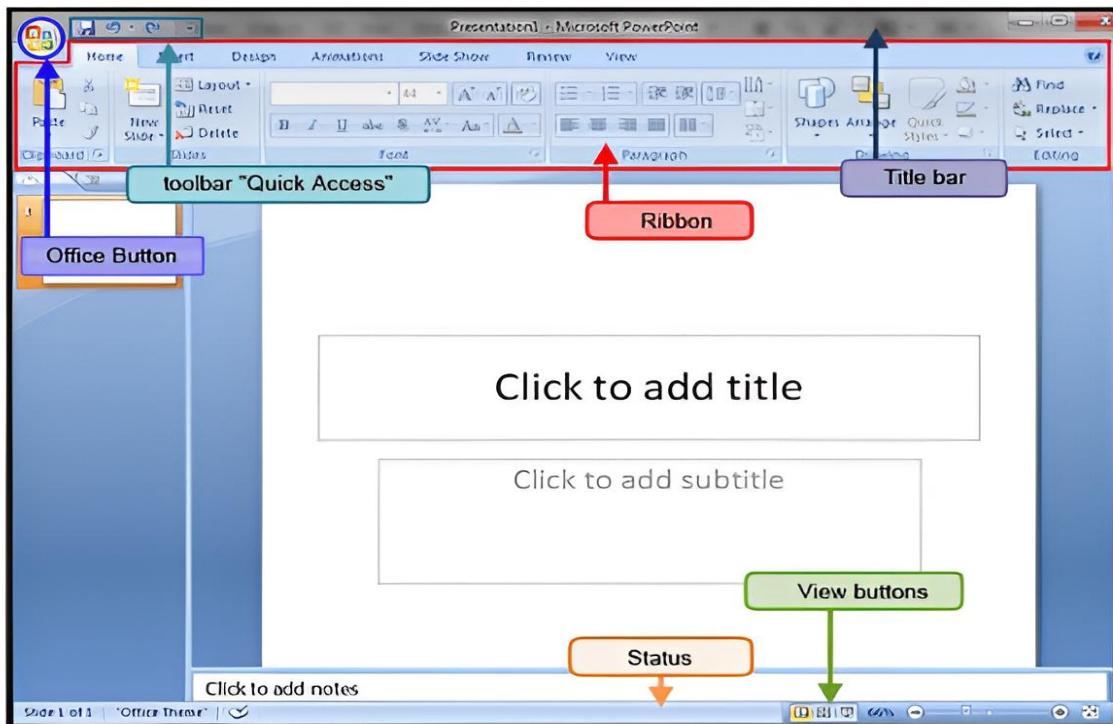
### 4. Objects

Objects are the individual elements that make up a slide. These can include text boxes, images, clipart, charts, tables, and other graphics. Each object can be formatted and animated independently.

### 5. Placeholder

Placeholders are predefined areas on a slide layout that guide where to insert specific content like text, images, or charts. They help maintain consistency and speed up slide creation.

## Overview of MS PowerPoint



## The Ribbon in MS PowerPoint



The **Ribbon** is the central control panel in PowerPoint that organizes tools and features into a user-friendly layout. It consists of **three main areas**:

### 1. **Tabs**

Tabs are located at the top of the Ribbon and represent major categories of commands. **Examples:**

- **Home**
- **Insert**
- **Design**
- **Transitions**
- **Animations**
- **Slide Show**
- **Review**
- **View**

### 2. **Groups**

Each tab contains several groups that organize related commands. **Examples from the Home tab:**

- **Clipboard** (Cut, Copy, Paste)
- **Slides** (New Slide, Layout)
- **Font** (Bold, Italic, Font Size)
- **Paragraph** (Alignment, Bullets, Numbering)
- **Drawing** (Shapes, Arrange)
- **Editing** (Find, Replace, Select)

### 3. **Commands**

Commands are the actual buttons, boxes, or menus you click to perform actions. **Examples:**

- **Alignment**, **Bullets**, and **Numbering** are commands in the **Paragraph** group
- **Find** and **Replace** are commands in the **Editing** group

## MS PowerPoint – Questions & Answers

### **Q1. How many maximum slides can be added to a PowerPoint presentation?**

1. 50
2. 500
3. No fixed number
4. 300

**Answer:** (3) No fixed number

### **Q2. Slide Sorter view can be selected under which of the following categories?**

1. Home
2. File
3. View
4. Review

**Answer:** (3) View

### **Q3. Which keyboard shortcut adds a new slide in MS PowerPoint?**

1. Ctrl + S
2. Ctrl + M
3. Ctrl + N
4. Ctrl + P

**Answer:** (2) Ctrl + M

### **Q4. Header and Footer option is available under which category?**

1. Insert
2. Design
3. Review
4. Home

**Answer:** (1) Insert

### **Q5. Which of the following is *not* included in the “Insert” category in MS PowerPoint?**

1. Shapes
2. Table
3. Animation
4. Video

**Answer: (3) Animation**

**Q6. Which item contains text, graphics, charts, sounds, video, etc. in PowerPoint?**

1. Slides
2. Folder
3. Handouts
4. TextBox

**Answer: (1) Slides**

**Q7. Which contains miniature representation of slides?**

1. Slides
2. Handout
3. Template
4. Slide master

**Answer: (4) Slide master**

**Q8. Which button is used to add instant animation to the presentation and helps interactive presentation?**

1. Add button
2. Start button
3. Insert button
4. Action button

**Answer: (4) Action button**

**Q9. What type of software program is PowerPoint?**

1. Word Processor
2. Spreadsheet
3. Presentation Graphics
4. Database Management

**Answer: (3) Presentation Graphics**

**Q10. Which key is used to stop a PowerPoint presentation?**

1. ESC
2. Tab
3. Ctrl
4. Enter

**Answer: (1) ESC**

**Q11. Which shortcut key is used to create new presentation in PowerPoint?**

1. Ctrl + P
2. Ctrl + N
3. Ctrl + M
4. Ctrl + X

**Answer: (2) Ctrl + N**

**Q12. Which menu is used to apply various effects to the text in a slide?**

1. Animation
2. Design
3. Transitions
4. Slide Show

**Answer: (1) Animation**

**Q13. Which menu is used to select a predefined chart style?**

1. Animation
2. Design
3. Slide Show
4. Transitions

**Answer: (2) Design**

**Q14. Which key is used to run slideshow/PowerPoint presentation?**

1. F5
2. F2
3. F9
4. F1

**Answer: (1) F5**

**Q15. Which holder holds text, title and picture in PowerPoint?**

1. Content Holder
2. Image Holder
3. Place Holder
4. Slide Holder

**Answer: (3) Place Holder**

**Q16. Which one of the following is extension of PowerPoint 2010 presentation file?**

1. .potx
2. .pptx
3. .ppsx
4. .ppt

**Answer: (2) .pptx**

**Q17. Which option is used to insert the related hints of a slide?**

1. Note Master
2. Presentation Master
3. Slide Master
4. Hints Master

**Answer: (1) Note Master**

**Q18. Which combination of key is used to show the laser pointer during slide show?**

1. Alt + Left mouse button
2. Alt + Right mouse button
3. Ctrl + Left mouse button
4. Ctrl + Right mouse button

**Answer: (3) Ctrl + Left mouse button**