

Multiple choice questions on Digital presentations

1. Presentation allows the user to add _____ to the presentation in order to make the presentation colourful and meaningful.
a) Audio clips b) Movie clips c) Picture d) Tables
2. You can use two options to insert a movie clip the _____ & _____.
a) Using Home Tab and Insert Tab b) Using Home tab and Title and content layout
c) Using Insert tab and Title and content layout d) None of these
3. The two options available under Movie option are _____.
a) Video & movie from organizer b) Movie from file and movie from clip organizer
c) Video & Organizer d) all of the above
4. Movie option is available in _____ group under the Insert tab.
a) Media Group b) Illustration c) Slides d) links
5. the two options available for playing the media clip _____.
a) *Automatically or When Clicked.* b) Automatic and click c) Both A & B d) All of the above
6. You can include _____ to a presentation similar to that of videos.
a) Audio clips b) Movie clips c) Picture d) Tables
7. Audio Clips are used for playing _____ while making presentations.
a) background video b) Background music c) Images d) none
8. Sound option is available in the Media Clips group under the _____ tab.
a) Home b) Insert c) slideshow d) Design
9. _____ are used to represent the statistical data meaningfully in a presentation.
a) Charts b) Tables c) Images d) Slides
10. Table option is available in _____ group under the Insert tab.
a) illustration b) text c) tables d) media

11. Two ways to create a table are _____ & _____.
- a) using insert tab & Title and content layout b) Using Home Tab and Insert Tab
c) Using Home tab and Title and content layout d) none of these
12. Additional tabs that will be available for editing and formatting the table are _____
- a) Design & format b) Design & layout c) Layout & Format d) Design & view
13. To change the design of the table by changing background, borders or effects by using _____ group in the *Design* tab.
- a) Alignments b) Table Styles c) Tables d) all of these
14. Presentation enables the user to insert _____ in slides to present statistical table data in a pictorial representation.
- a) tables b) Picture c) Charts d) Clip arts
15. Chart option is available in _____ group under the Insert tab.
- a) Charts Group b) Illustration c) Tables d) media
16. After Inserting Chart type default _____ for that chart will be opened in a spreadsheet application separately
- a) Data Table b) Image c) Shapes d) Charts
17. You can change the colors and effects of the chart by using _____ available under *Design* tab.
- a) Chart Style b) tables style c) font style d) none of these
18. _____ effects can help in increasing audience's interest during a presentation.
- a) Transition b) Animation c) Charts d) Styles
19. A _____ is the visual motion when one slide changes to the next during a presentation.
- a) Animations b) Transition c) Charts Style d) Styles
20. The list of transition effects will be available under _____ tab.
- a) Home b) Animation c) Insert d) Slideshow

21. Transition effects are available in _____ group under the Animations tab.
- a) **Transitions to this slide** b) Animations to this slide c) both a & b d) none
22. _____ is the transition effects available in a presentation software.
- a) Effects of thoughts on water b) Our place in the cosmos
c) Effects of Global Warming d) **all of the above**
23. To increase or decrease the duration of the transition effect by setting _____ option under Timing group.
- a) **Duration** b) Timings c) Sound d) non of these
24. To set sound effects during transitions by selecting a _____ option under Timing group
- a) Duration b) Timings c) **Sound** d) non of these
25. _____ enables you to put slide elements, such as text and graphics, in motion within a slide.
- a) **Animation** b) Transition c) Charts Style d) Styles
26. _____ are helpful way to make your slides look more dynamic.
- a) **Animations** b) Transition c) Charts Style d) Style
27. To apply an animation, select the Animate option available in _____ group under the Animations tab.
- a) Transition b) **Animations** c) Slides d) Slide Show
28. Print option is used to print _____ of a presentation.
- a) only notes b) **notes, handouts ,Outline** c) only hangouts d) non of these
29. Handouts option is available under _____ dropdown list.
- a) Print b) print all c) **Print what** d) none of these
30. The _____ option is used to print only the text part of the presentation.
- a) Hangouts b) **Outline** c) notes d) none of these
31. To print presentation Select the _____ option under *Print what*: dropdown list
- a) Hangouts b) Outline c) **Notes Page** d) all of these