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Chapter 6: Presentations

Q1. Which of the following is a presentation software package mentioned in the syllabus?

A) PowerPoint
B) MS Excel
C) MS Word
D) MS Access
Answer: A) PowerPoint

Q2. Which of the following is used to open PowerPoint and begin working on slides?

A) Opening MS Word
B) Opening MS Excel
C) Opening a PowerPoint Presentation
D) Opening MS Access
Answer: C) Opening a PowerPoint Presentation

Q3. Which of the following allows saving a presentation file?

A) Ctrl+N creates a new file
B) Saving a Presentation (Ctrl+S)
C) Ctrl+O opens a file
D) Ctrl+P prints the file
Answer: B) Saving a Presentation (Ctrl+S)

Q4. Which of the following allows creating a presentation using a pre-designed layout and style?

A) Printing Slides only outputs hard copies
B) Creating a Presentation Using a Template
C) Creating a Blank Presentation starts without any design
D) Running a Slide Show only displays the presentation
Answer: B) Creating a Presentation Using a Template

Q5. Which of the following allows starting a presentation with no pre-applied design?

A) Printing Slides only outputs hard copies
B) Automating a Slide Show only sets timing
C) Creating a Presentation Using a Template applies a design
D) Creating a Blank Presentation
Answer: D) Creating a Blank Presentation

Q6. Which of the following describes 'Entering and Editing Text' in PowerPoint?

A) Typing and modifying text content within slide placeholders
B) Only printing slides
C) Only deleting the presentation
D) Only viewing slides
Answer: A) Typing and modifying text content within slide placeholders

Q7. Which of the following allows adding a new slide to a presentation?

A) Printing Slides only outputs hard copies
B) Inserting Slides
C) Running a Slide Show only displays them
D) Deleting Slides removes them
Answer: B) Inserting Slides

Q8. Which of the following allows removing a slide from a presentation?

A) Deleting Slides
B) Printing Slides only outputs hard copies
C) Automating a Slide Show only sets timing
D) Inserting Slides adds them
Answer: A) Deleting Slides

Q9. Which of the following allows inserting a Word table or an Excel worksheet into a slide?

A) Resizing an Object only changes size
B) Viewing a Presentation only displays it
C) Adding Clip Art Pictures inserts images, not tables/worksheets
D) Inserting Word Table or An Excel Worksheet

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Answer: D) Inserting Word Table or An Excel Worksheet

Q10. Which of the following allows adding pre-made graphic images to a slide?

A) Adding Clip Art Pictures
B) Inserting a Table adds tabular data
C) Inserting an Excel Worksheet adds spreadsheet data
D) Running a Slide Show only displays slides
Answer: A) Adding Clip Art Pictures

Q11. Which of the following allows inserting objects like charts, videos, or other files into a slide?

A) Only images can be added to a slide
B) Inserting Other Objects
C) Only tables can be added to a slide
D) Only text can be added to a slide
Answer: B) Inserting Other Objects

Q12. Which of the following allows changing the size of an inserted picture or object on a slide?

A) Deleting the Object removes it entirely
B) Running a Slide Show only displays it
C) Resizing and Scaling an Object
D) Printing the Slide only outputs hard copy
Answer: C) Resizing and Scaling an Object

Q13. Which of the following allows viewing a presentation as the audience will see it, full screen?

A) Printing a Presentation is for hard copies
B) Editing a Presentation is for making changes
C) Viewing A Presentation (Slide Show View)
D) Saving a Presentation is for storing the file
Answer: C) Viewing A Presentation (Slide Show View)

Q14. Which of the following allows selecting the appropriate configuration before displaying a presentation?

A) Automating a Slide Show only sets timing
B) Printing Slides only outputs hard copies
C) Choosing a Set Up for Presentation
D) Running a Slide Show only starts playback
Answer: C) Choosing a Set Up for Presentation

Q15. Which of the following allows producing physical copies of slides and audience handouts?

A) Automating a Slide Show only sets timing
B) Printing Slides And Handouts
C) Running a Slide Show only displays them on screen
D) Saving a Presentation only stores the file
Answer: B) Printing Slides And Handouts

Q16. Which of the following starts the actual playback of slides in sequence to an audience?

A) Saving a presentation only stores the file
B) Running a Slide Show
C) Editing a slide only modifies content
D) Printing slides only outputs hard copies
Answer: B) Running a Slide Show

Q17. Which of the following describes the visual effect applied when moving between slides?

A) Master Slide controls overall design
B) Animation applies to objects/text within a slide
C) Handouts are printed copies for the audience
D) Transition and Slide Timings
Answer: D) Transition and Slide Timings

Q18. Which of the following allows a slide show to advance automatically without manual clicking?

A) Printing Slides only outputs hard copies
B) Saving a Presentation only stores the file
C) Automating a Slide Show
D) Running a Slide Show manually requires clicks unless automated
Answer: C) Automating a Slide Show

Q19. Which key is commonly used to start a slide show from the beginning?

A) F7
B) F11
C) F2
D) F5
Answer: D) F5

Q20. Which key combination starts a slide show from the current slide?

A) Ctrl + F5
B) F5 starts from the beginning
C) Shift + F5
D) Alt + F5
Answer: C) Shift + F5

Q21. Which key is used to end a running slide show?

A) Esc
B) Ctrl+End

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C) Alt+F4
D) F5
Answer: A) Esc

Q22. Which of the following view allows rearranging the order of slides easily using thumbnails?

A) Notes Page View is for adding speaker notes
B) Normal View is for editing individual slides
C) Reading View is for a simplified full-screen read
D) Slide Sorter View
Answer: D) Slide Sorter View

Q23. Which of the following describes 'Speaker Notes' in a presentation?

A) Notes visible to everyone in the audience
B) Notes that appear as slide titles
C) Notes automatically printed on every handout
D) Notes added by the presenter, not visible to the audience during the slide show
Answer: D) Notes added by the presenter, not visible to the audience during the slide show

Q24. Which of the following is used to apply consistent design/formatting across all slides in a presentation?

A) Master Slide
B) Title Slide is the first slide of a presentation
C) Notes Slide contains only speaker notes
D) Blank Slide starts with no design
Answer: A) Master Slide

Q25. Which of the following describes the objective of the Presentation module as stated in the syllabus?

A) To acquire skills in networking only
B) To acquire skills in word processing only
C) To acquire skills in database queries only
D) To acquire skills in creating and developing a presentation and its features
Answer: D) To acquire skills in creating and developing a presentation and its features

Q26. Which of the following file extension is the default for a PowerPoint presentation?

A) .pptx
B) .pdf
C) .xlsx
D) .docx
Answer: A) .pptx

Q27. Which of the following allows duplicating a selected slide quickly?

A) Ctrl + S saves the presentation
B) Ctrl + D
C) Ctrl + N creates a new presentation
D) Ctrl + M inserts a new blank slide
Answer: B) Ctrl + D

Q28. Which of the following allows inserting a new slide using a shortcut key?

A) Ctrl + D duplicates a slide
B) Ctrl + S saves the presentation
C) Ctrl + M
D) Ctrl + N creates a new presentation
Answer: C) Ctrl + M

Q29. Which of the following describes printed copies of slides given to an audience for reference?

A) Templates are pre-designed layouts
B) Handouts
C) Speaker Notes are for the presenter only
D) Master Slide controls overall slide design
Answer: B) Handouts

Q30. Which of the following key combination duplicates the currently selected slide?

A) Ctrl + D
B) Ctrl + N creates a new presentation
C) Ctrl + M inserts a new blank slide
D) Ctrl + S saves the presentation
Answer: A) Ctrl + D

Q31. Which of the following allows inserting a new slide using a shortcut key?

A) Ctrl + N creates a new presentation
B) Ctrl + S saves the presentation
C) Ctrl + D duplicates a slide
D) Ctrl + M
Answer: D) Ctrl + M

Q32. Which of the following key is commonly used to end a running slide show?

A) F5
B) Alt+F4
C) Esc
D) Ctrl+End
Answer: C) Esc

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Q33. Which of the following allows a user to add speaker notes below each slide thumbnail for detailed review?

A) Slide Sorter View
B) Outline View
C) Notes Page View
D) Reading View
Answer: C) Notes Page View

Q34. Which of the following describes 'Slide Layout'?

A) The arrangement of placeholders (title, content, images) on a slide
B) The color theme of a presentation
C) The animation style
D) The sound effects used
Answer: A) The arrangement of placeholders (title, content, images) on a slide

Q35. Which of the following allows aligning multiple selected objects evenly on a slide?

A) Align (Align Left/Center/Distribute)
B) Crop
C) Rotate
D) Group
Answer: A) Align (Align Left/Center/Distribute)

Q36. Which of the following key combination is used to select all objects on the current slide?

A) Ctrl + G
B) Ctrl + A
C) Ctrl + D
D) Ctrl + M
Answer: B) Ctrl + A

Q37. Which of the following allows applying an entrance animation to a text/object?

A) Design tab
B) Review tab
C) Animations tab > Entrance Effects
D) Transitions tab
Answer: C) Animations tab > Entrance Effects

Q38. Which of the following allows applying an exit animation to a text/object?

A) Design tab
B) Insert tab
C) Transitions tab
D) Animations tab > Exit Effects
Answer: D) Animations tab > Exit Effects

Q39. Which of the following allows adjusting the speed/duration of an animation?

A) Slide Size setting
B) Design tab
C) Insert tab
D) Animation Duration setting in Animations tab
Answer: D) Animation Duration setting in Animations tab

Q40. Which of the following describes SmartArt in a presentation application?

A) A tool to create visual diagrams like process flows, hierarchies, and relationships from text
B) A type of transition
C) A type of animation
D) A type of font
Answer: A) A tool to create visual diagrams like process flows, hierarchies, and relationships from text

Q41. Which of the following allows converting a bulleted list into a SmartArt graphic quickly?

A) Insert > Chart
B) Right-click list > Convert to SmartArt
C) Insert > Table
D) Format Painter
Answer: B) Right-click list > Convert to SmartArt

Q42. Which of the following allows changing the color scheme of an entire presentation?

A) Theme/Design Tab
B) Review Tab
C) View Tab
D) Insert Tab
Answer: A) Theme/Design Tab

Q43. Which of the following allows setting individual timing for each animation effect on a slide?

A) Rehearse Timings sets overall show time
B) Slide Timing panel only sets slide duration
C) Transition Timing only
D) Animation Pane with individual timing settings
Answer: D) Animation Pane with individual timing settings

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Q44. Which of the following file extension allows a presentation to run automatically as a slideshow when opened?

A) .xlsx
B) .pptx
C) .ppsx
D) .docx
Answer: C) .ppsx

Q45. Which of the following is used to group multiple objects together on a slide?

A) Group
B) Align
C) Ungroup
D) Distribute
Answer: A) Group

Q46. Which of the following is used to arrange objects in front of or behind other objects on a slide?

A) Align
B) Bring Forward/Send Backward
C) Group
D) Rotate
Answer: B) Bring Forward/Send Backward

Q47. Which of the following allows inserting a screenshot of another open window directly into a slide?

A) Insert > Screenshot
B) Insert > Picture only allows saved files
C) Insert > Shapes
D) Insert > SmartArt
Answer: A) Insert > Screenshot

Q48. Which of the following allows checking spelling errors in a presentation?

A) Review > Spelling
B) Insert > Spelling
C) Design > Spelling
D) View > Spelling
Answer: A) Review > Spelling

Q49. Which of the following allows a presenter to see upcoming slides and notes while the audience only sees the current slide?

A) Outline View
B) Reading View
C) Slide Sorter View
D) Presenter View
Answer: D) Presenter View

Q50. Which of the following is used to resize an inserted picture/object in a slide?

A) Cutting the object
B) Renaming the object
C) Deleting the object
D) Dragging the corner handles of the object
Answer: D) Dragging the corner handles of the object

Q51. Which of the following describes the visual design (colors, fonts, effects) applied consistently to a presentation?

A) Notes
B) Theme
C) Animation
D) Transition
Answer: B) Theme

Q52. Which of the following describes the purpose of Rehearse Timings when preparing for a timed presentation?

A) Changes the slide theme
B) Compresses images automatically
C) Deletes unused slides
D) Helps the presenter practice and stay within a set time limit for each slide
Answer: D) Helps the presenter practice and stay within a set time limit for each slide

Q53. Which of the following file format is best suited to share a presentation that cannot be edited by the recipient?

A) PDF
B) PPSX still can be opened for editing in edit mode
C) PPTX allows editing
D) PPT allows editing
Answer: A) PDF

Q54. Which of the following describes viewing a presentation exactly as the audience will see it, full-screen, without editing tools visible?

A) Slide Show Mode
B) Outline View
C) Slide Sorter View
D) Normal View
Answer: A) Slide Show Mode

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Q55. Which of the following describes the purpose of Section feature used to organize slides in a large presentation?

A) A type of chart

B) Grouping slides into named sections for easier organization

C) A type of animation

D) A type of transition

Answer: B) Grouping slides into named sections for easier organization

Q56. Which of the following key combination is used to move to the first slide during editing (Normal View)?

A) Ctrl + Home

B) Ctrl + End

C) End alone

D) Home alone works during editing too

Answer: A) Ctrl + Home

Q57. Which of the following key combination is used to move to the last slide during editing (Normal View)?

A) Ctrl + Home

B) Ctrl + End

C) End alone

D) Home alone

Answer: B) Ctrl + End

Q58. Which of the following allows adding a border or outline to a shape/text box?

A) Text Direction

B) Shape Fill

C) Shape Effects

D) Shape Outline

Answer: D) Shape Outline

Q59. Which of the following describes the purpose of the Selection Pane in a presentation application?

A) Shows only text formatting options

B) Shows and manages all objects on a slide, allowing renaming, hiding and reordering

C) Shows only slide transitions

D) Shows only animation options

Answer: B) Shows and manages all objects on a slide, allowing renaming, hiding and reordering

Q60. Which of the following describes the purpose of 'Choosing a Set Up for Presentation'?

A) Only for printing the file

B) Only for saving the file

C) Only for deleting unused slides

D) Configuring presentation display settings such as screen resolution or presenter/kiosk mode before showing it

Answer: D) Configuring presentation display settings such as screen resolution or presenter/kiosk mode before showing it

Q61. Which of the following describes 'Viewing A Presentation' as covered in the Presentation module?

A) Only editing the text on slides

B) Only saving the presentation file

C) Only printing the presentation file

D) Watching the slides play back in sequence, typically in full-screen Slide Show mode

Answer: D) Watching the slides play back in sequence, typically in full-screen Slide Show mode

Q62. Which of the following describes the benefit of 'Automating a Slide Show' for unattended displays (e.g., at an exhibition)?

A) Allowing the presentation to run continuously without manual intervention

B) Automatically deleting the presentation after playback

C) Preventing the presentation from ever being viewed

D) Requiring a presenter to manually click through every slide

Answer: A) Allowing the presentation to run continuously without manual intervention

Q63. Which of the following describes the purpose of 'Transition and Slide Timings' together?

A) Only controlling chart creation

B) Controlling both the visual effect and the duration each slide is displayed before advancing

C) Only controlling text formatting

D) Only controlling table insertion

Answer: B) Controlling both the visual effect and the duration each slide is displayed before advancing

Q64. Which of the following describes 'Printing Slides And Handouts' options available in most presentation software?

A) Choosing to print full slides, handouts with multiple slides per page, or speaker notes

B) Only printing without any layout customization

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C) Only printing the entire presentation as a single image

D) Only printing one slide at a time with no other layout options

Answer: A) Choosing to print full slides, handouts with multiple slides per page, or speaker notes

Q65. Which of the following describes 'Inserting And Deleting Slides in a Presentation'?

A) Adding new slides or removing existing ones from the presentation structure

B) Only adjusting slide show timing

C) Only editing text within existing slides

D) Only changing the presentation's overall theme

Answer: A) Adding new slides or removing existing ones from the presentation structure

Q66. Which of the following describes 'Entering and Editing Text' in the context of slide preparation?

A) Only viewing slides without any interaction

B) Only deleting the entire presentation

C) Only printing slides without any interaction

D) Typing new content and modifying existing content within slide placeholders

Answer: D) Typing new content and modifying existing content within slide placeholders

Q67. Which of the following describes 'Resizing and Scaling an Object' on a slide?

A) Adjusting the dimensions of an inserted picture, shape, or other object

B) Only deleting the object entirely

C) Only changing the object's color

D) Only changing the object's position without altering size

Answer: A) Adjusting the dimensions of an inserted picture, shape, or other object

Q68. Which of the following describes 'Inserting Other Objects' into a slide, beyond tables and clip art?

A) Only adding plain text with no other object types

B) Only adding slide numbers

C) Adding elements like charts, videos, audio clips, or embedded files

D) Only adding a single background color

Answer: C) Adding elements like charts, videos, audio clips, or embedded files

Q69. Which of the following describes the purpose of 'Creating a Blank Presentation' compared to using a template?

A) Automatically applying a pre-designed theme with no customization

B) Preventing any slides from being added

C) Automatically inserting sample content that cannot be changed

D) Starting with no pre-applied design, giving the user full control over formatting from scratch

Answer: D) Starting with no pre-applied design, giving the user full control over formatting from scratch

Q70. Which of the following describes 'Basic Concepts of presentation' as an introductory topic in this module?

A) Foundational understanding of what a presentation is and its purpose

B) Only advanced animation techniques with no foundational context

C) Only network configuration with no relation to presentations

D) Only database design with no relation to presentations

Answer: A) Foundational understanding of what a presentation is and its purpose

Q71. Which of the following describes 'Using PowerPoint' as a foundational skill covered early in this module?

A) Only understanding network cabling

B) Only understanding database queries

C) Only understanding advanced macros with no basic navigation

D) Understanding the basic interface and navigation of the presentation application

Answer: D) Understanding the basic interface and navigation of the presentation application

Q72. Which of the following describes 'Opening A Power Point Presentation' as a basic operational skill?

A) Only deleting a presentation file

B) Only creating a brand new presentation with no ability to open existing ones

C) Launching an existing presentation file for viewing or editing

D) Only printing a presentation file

Answer: C) Launching an existing presentation file for viewing or editing

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Q73. Which of the following describes the purpose of using a Table within a presentation slide, as covered in 'Preparation of Slides'?

A) Only for decorative purposes with no data organization

B) Only for adding animation effects

C) Organizing and displaying structured data in rows and columns directly on a slide

D) Only for adding sound effects

Answer: C) Organizing and displaying structured data in rows and columns directly on a slide

Q74. Which of the following describes the purpose of inserting an Excel Worksheet into a slide, as covered in 'Preparation of Slides'?

A) Only for adding sound effects

B) Only for adding a background color

C) Embedding spreadsheet data and calculations directly within a presentation slide

D) Only for adding animation effects

Answer: C) Embedding spreadsheet data and calculations directly within a presentation slide

Q75. Which of the following best describes why 'Adding Clip Art Pictures' is useful in slide preparation?

A) Visual elements can enhance audience engagement and illustrate key points

B) Clip art cannot be resized or repositioned once inserted

C) Clip art is only used for entertainment, never professional decks

D) Clip art always distracts from the presentation's message

Answer: A) Visual elements can enhance audience engagement and illustrate key points

Q76. Which of the following describes the purpose of 'Printing Slides And Handouts' as covered under Presentation of Slides?

A) Only for deleting unused slides

B) Only for saving the file digitally with no physical output

C) Only for emailing the file with no physical output

D) Producing physical copies for reference, review, or distribution to an audience

Answer: D) Producing physical copies for reference, review, or distribution to an audience

Q77. Which of the following best summarizes the connection between 'Transition and Slide Timings' and 'Automating a Slide Show'?

A) These features have no relationship to automated playback

B) Setting transitions and timings enables a slide show to advance automatically without manual clicking

C) Automation removes the need for any transition settings

D) Transitions and timings only work with manual clicking, never automation

Answer: B) Setting transitions and timings enables a slide show to advance automatically without manual clicking

Q78. Which of the following describes the purpose of a Comparison Slide layout in presentation software?

A) Displaying only speaker notes

B) Displaying two or more items side-by-side for easy visual comparison

C) Displaying only a single unrelated image

D) Displaying only a title with no other content

Answer: B) Displaying two or more items side-by-side for easy visual comparison

Q79. Which of the following describes the purpose of a Two Content slide layout?

A) Displaying no content areas at all

B) Displaying two separate content areas side by side, useful for comparing text, images or charts

C) Displaying only a title slide

D) Displaying only a single content area

Answer: B) Displaying two separate content areas side by side, useful for comparing text, images or charts

Q80. Which of the following describes the purpose of using consistent Fonts across a presentation?

A) Making each slide look completely different and inconsistent

B) Fonts have no impact on a presentation's visual consistency

C) Consistent fonts are irrelevant to professional presentations

D) Maintaining a professional, cohesive look throughout all slides

Answer: D) Maintaining a professional, cohesive look throughout all slides

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Q81. Which of the following describes a good practice regarding the amount of text placed on a single slide?

A) Text amount has no impact on audience engagement

B) Keeping text concise and using bullet points rather than large paragraphs

C) Slides should never contain any text at all

D) Filling every slide with as much text as possible

Answer: B) Keeping text concise and using bullet points rather than large paragraphs

Q82. Which of the following describes the benefit of using high-contrast colors between text and background on a slide?

A) Improving readability and ensuring content is visible to the audience

B) Reducing readability intentionally for artistic effect

C) High contrast should always be avoided in professional presentations

D) Contrast has no impact on slide readability

Answer: A) Improving readability and ensuring content is visible to the audience

Q83. Which of the following describes the purpose of a 'Blank Layout' slide option?

A) A slide that cannot be edited at all

B) Providing a slide with no pre-set placeholders, giving full design freedom

C) A slide that automatically contains a title and content

D) A slide reserved only for speaker notes

Answer: B) Providing a slide with no pre-set placeholders, giving full design freedom

Q84. Which of the following describes the general purpose of rehearsing a presentation before delivering it live?

A) Rehearsing should be avoided to keep the presentation spontaneous

B) Rehearsal has no benefit for presentation delivery

C) Only the slides matter; rehearsal of delivery is unnecessary

D) Improving delivery confidence, timing, and identifying areas that need improvement

Answer: D) Improving delivery confidence, timing, and identifying areas that need improvement

Q85. Which of the following describes the purpose of using a consistent color Theme throughout a presentation deck?

A) Creating visual harmony and reinforcing a professional, branded appearance

B) Themes have no impact on a presentation's overall appearance

C) Each slide should use entirely random, unrelated colors

D) Themes are only relevant for personal, non-professional presentations

Answer: A) Creating visual harmony and reinforcing a professional, branded appearance

Q86. Which of the following describes the benefit of numbering slides in a long presentation?

A) Numbering slides makes navigation more difficult

B) Helping the audience and presenter track progress and reference specific slides easily

C) Slide numbers have no practical benefit

D) Only very short presentations should ever use slide numbers

Answer: B) Helping the audience and presenter track progress and reference specific slides easily

Q87. Which of the following describes the purpose of adding a company logo consistently across slide masters in a corporate presentation?

A) Logos should only appear on the very first slide, never elsewhere

B) Reinforcing brand identity and providing a professional, consistent appearance

C) Adding a logo makes a presentation look less professional

D) Logos have no role in corporate presentation design

Answer: B) Reinforcing brand identity and providing a professional, consistent appearance

Q88. Which of the following describes the general benefit of using icons or simple graphics instead of large blocks of text on slides?

A) Icons can convey ideas quickly and improve visual engagement compared to dense text

B) Icons have no role in effective slide design

C) Icons always confuse audiences more than text

D) Text blocks are always more effective than any visual element

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Answer: A) Icons can convey ideas quickly and improve visual engagement compared to dense text

Q89. Which of the following best describes the purpose of a 'Section Header' slide layout in a long presentation?

A) Displaying only a blank slide with no text

B) Introducing and separating major sections/topics within a larger presentation

C) Displaying only speaker notes with no visible title

D) Displaying detailed content within a single topic

Answer: B) Introducing and separating major sections/topics within a larger presentation

Q90. Which of the following describes the general purpose of adding transitions and animations in moderation, rather than excessively?

A) Presentations should always use the maximum number of effects

B) Excessive effects can distract from the content, so moderate, purposeful use is generally more effective

C) Effects have no impact on audience focus

D) There is no such thing as too many transitions or animations

Answer: B) Excessive effects can distract from the content, so moderate, purposeful use is generally more effective

Q91. Which of the following describes the benefit of exporting a presentation to PDF for sharing with people who may not have PowerPoint installed?

A) PDF export removes all content from a presentation

B) Exporting to PDF is only useful for printing, never sharing digitally

C) PDF format cannot be viewed without PowerPoint installed

D) Ensures the content and formatting display consistently regardless of the recipient's software

Answer: D) Ensures the content and formatting display consistently regardless of the recipient's software

Q92. Which of the following describes the purpose of the 'Zoom' feature (where available) for non-linear presentation navigation?

A) A feature that only allows strictly linear slide progression

B) A feature that permanently deletes unselected slides

C) Allowing the presenter to jump between sections or slides interactively, rather than strictly in sequence

D) A feature unrelated to presentation navigation

Answer: C) Allowing the presenter to jump between sections or slides interactively, rather than strictly in sequence

Q93. Which of the following describes the general purpose of adding alt text to images within a presentation?

A) Alt text has no accessibility benefit

B) Improving accessibility for audience members using screen readers

C) Alt text automatically translates the presentation to other languages

D) Alt text is only used to increase file size

Answer: B) Improving accessibility for audience members using screen readers

Q94. Which of the following describes the general benefit of keeping a consistent slide layout structure (e.g., title placement) throughout a deck?

A) Helping the audience follow the presentation more easily due to predictable structure

B) Consistent layout structure confuses audiences more than varied layouts

C) Every slide should use a completely different, unpredictable layout

D) Layout consistency has no impact on audience comprehension

Answer: A) Helping the audience follow the presentation more easily due to predictable structure

Q95. Which of the following describes a common recommended aspect ratio for presentations intended for modern widescreen displays?

A) 1:1 is a square format uncommon for standard presentations

B) 21:9 is an ultra-wide format uncommon for standard presentations

C) 4:3 is the older, narrower standard

D) 16:9

Answer: D) 16:9

Q96. Which of the following describes the general purpose of embedding fonts when saving a presentation to ensure consistent display on other computers?

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A) Embedding fonts prevents the presentation from being opened at all

B) Embedding fonts has no impact on how a presentation displays elsewhere

C) Ensuring the presentation displays with the intended fonts even if those fonts aren't installed on the viewing computer

D) Fonts are always available on every computer by default with no need to embed them

Answer: C) Ensuring the presentation displays with the intended fonts even if those fonts aren't installed on the viewing computer

Q97. Which of the following describes why practicing with 'Presenter View' before an actual presentation can be helpful?

A) Presenter View has no practical benefit for presentation delivery

B) Practicing with Presenter View is unnecessary for experienced presenters

C) Presenter View is identical to what the audience sees

D) It familiarizes the presenter with seeing notes and upcoming slides privately while presenting, improving delivery smoothness

Answer: D) It familiarizes the presenter with seeing notes and upcoming slides privately while presenting, improving delivery smoothness

Q98. Which of the following best summarizes a key overall skill developed through the Presentations module, combining creation and delivery topics?

A) The ability to only deliver a presentation with no slide creation skills

B) The ability to manage databases, unrelated to presentation skills

C) The ability to design, prepare, and effectively deliver a professional slide-based presentation

D) The ability to only create slides with no consideration for delivery

Answer: C) The ability to design, prepare, and effectively deliver a professional slide-based presentation

Q99. Which of the following describes the general purpose of proofreading a presentation for spelling and grammar errors before presenting it?

A) Proofreading has no impact on how a presentation is perceived

B) Spelling and grammar errors are always acceptable in any professional context

C) Proofreading should only be done after the presentation has already been delivered

D) Ensuring professionalism and avoiding distracting mistakes that could undermine the presentation's credibility

Answer: D) Ensuring professionalism and avoiding distracting mistakes that could undermine the presentation's credibility

Q100. Which of the following describes the general benefit of using a consistent visual hierarchy (larger titles, smaller body text) on presentation slides?

A) Visual hierarchy is only relevant for print documents, never slides

B) Visual hierarchy has no impact on how audiences process slide content

C) All text on a slide should always be the exact same size

D) Guiding the audience's attention naturally to the most important information first

Answer: D) Guiding the audience's attention naturally to the most important information first

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