



Choose the correct answer

1. From which menu you can access picture, text box, chart?

- 1] Design
- 2] Insert
- 3] Slide show
- 4] home

2. Which shortcut key insert a new slide in current presentation?

- 1] Ctrl + N
- 2] Ctrl + M
- 3] Ctrl + S
- 4] Ctrl + P

3. What is the best way to create another copy of a slide

- 1] Click the slide and press Ctrl + A and paste in new slide
- 2] From insert menu choose duplicate slide
- 3] Redo everything on new slide that you had done on previous slide
- 4] None of above

4. To start slide show of a presentation

- 1] Press F5 Key
- 2] Press F12 key
- 3] Press Enter key
- 4] Press F1 key

5. What is file extension of powerpoint application

- 1] .ppt
- 2] .docs
- 3] .xls
- 4] .jpeg

