

Powerpoint Multiple-Choice Questions

1. In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

- a. Blueprints
- b. Placeholders
- c. Templates
- d. Design Plates

Answer: (c) Templates

2. The Handout Master consists of placeholders for all of these except the:

- a. title
- b. slide number
- c. header
- d. footer

Answer: (a) title

3. Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

- a. Animations
- b. Chart Wizard
- c. Transition Wizard
- d. AutoContent Wizard

Answer: (d) AutoContent Wizard

4. The File that consists of readymade styles that we can easily use for our presentation is known as:

- a. Pre formatting
- b. Template
- c. Wizard
- d. AutoStyle

Answer: (b) Template

5. What is the max Zoom percentage in MS PowerPoint?

- a. 400%
- b. 300%
- c. 200%
- d. 100%

Answer: (a) 400%

6. A PowerPoint design template is stored in any file with _____ extensions.

- a. .pot
- b. .ptt
- c. .dtp
- d. .ppt

Answer: (a) .pot

7. Which of these options in PowerPoint would allow us to carry any set of slides from a given computer to another one?

- a. Web and Go
- b. Pack and Go
- c. Save and Go
- d. Save As

Answer: (b) Pack and Go

8. Which of these is a type of sound file?

- a. DAT files
- b. LOG files
- c. DRV files
- d. WAV files

Answer: (d) WAV files

9. In the current presentation, if we want to insert a new slide, we can choose which of these?

- a. Ctrl + F
- b. Ctrl + O
- c. Ctrl + M
- d. Ctrl + N

Answer: (c) Ctrl + M

10. Which of these terms do we use when an image in a clip art changes the direction that it was originally facing?

- a. Mirror
- b. Rotate
- c. Flip
- d. Group

Answer: (b) Rotate

11. Which of these refers to the PowerPoint view used for displaying only the text (title and bullets)?

- a. Slide sorter show

- b. Slide view
- c. Outline view
- d. Notes page view

Answer: (c) Outline view

12. Which toolbar provides various options in different master views?

- a. Standard toolbar
- b. Formatting toolbar
- c. Drawing toolbar
- d. Common tasks toolbar

Answer: (d) Common tasks toolbar

13. We can find any and every command on the:

- a. Menu bar
- b. Standard toolbar
- c. Formatting toolbar
- d. Drawing toolbar

Answer: (a) Menu bar

14. Which of these features should one use when we want to type in the text box for notes?

- a. Insert
- b. Slide shows
- c. Zoom
- d. Slide master

Answer: (c) Zoom

15. Which of these is the page setup orientation by default of the slides in PowerPoint?

- a. Landscape
- b. Portrait
- c. Vertical
- d. None of the above

Answer: (a) Landscape

16. From which of these menus can we access a Text Box, Picture, Chart etc.?

- a. View
- b. Insert
- c. Edit
- d. File

Answer: (b) Insert

17. Which of these font effects is NOT available in the PowerPoint Font dialogue box?

- a. Shadow
- b. Underline
- c. Strikethrough
- d. Emboss

Answer: (c) Strikethrough

18. Which of these sections does a slide layout NOT have?

- a. Lists
- b. Animations

- c. Titles
- d. Charts

Answer: (b) Animations

19. What do we use if we want to add texts in a given slide?

- a. Comment Box
- b. Text Layer
- c. Note Box
- d. Text Box

Answer: (d) Text Box

20. Which types of templates provides all the users with a design concept, colour scheme, and fonts for presentation?

- a. Content
- b. Format
- c. Normal
- d. Design

Answer: (d) Design

PowerPoint MCQ

1) What is a Microsoft PowerPoint?

- 1. Spreadsheet Program
- 2. Presentation Program
- 3. Database Program
- 4. All of the above

Answer: (b) Presentation Program

Explanation: PowerPoint is a tool of Microsoft that is used to make presentations. It contains slides to present the data. With the help of the MS PowerPoint tool, you can represent your idea or plan virtually using text, video, and images.

2) Which of the following is the file extension of the PowerPoint application?

1. .ppt
2. .jpg
3. .html
4. .docs

Answer: (a) .ppt

Explanation: PowerPoint uses .ppt extension to save a presentation file. PPT is also an acronym for the PowerPoint presentation. It means that people usually call the PowerPoint presentation as PPT.

3) Which of the following is called as page to create a presentation in PowerPoint?

1. Sheet
2. Slide
3. Paper
4. None of the above

Answer: (b) Slide

Explanation: Presentation is created on slides. It lies in the center of the PowerPoint window.

4) In a presentation of PowerPoint, the special effects used to introduce slides are known as -

1. Custom Animation
2. Transitions
3. Annotations
4. None of the above

Answer: (b) Transitions

Explanation: Transition effects appear when one slide changes into the next slide in a Slide Show. MS PowerPoint offers several types of transitions, which makes the presentation attractive and effective. When you add a transition on a slide, the slide changes in a different way rather than simple.

5) Which of the following shortcut key is used to start the slideshow?

1. Using F5 key
2. Using F3 key
3. Using F1 key
4. Using F6 key

Answer: (a) Using the F5 key

Explanation: We can press the F5 key to start the slideshow of a PowerPoint presentation.

6) Which of the following is the shortcut key to insert a new slide between the current presentation?

1. Ctrl + N
2. Ctrl + K
3. Ctrl + M
4. Ctrl + O

Answer: (c) Ctrl + M

Explanation: We can use the Ctrl + M shortcut command to insert a new slide to the current presentation. It will add a new slide below the slide open currently.

7) The maximum percentage of zoom in PowerPoint is -

1. 400%
2. 200%
3. 350%
4. 100%

Answer: (a) 400%

Explanation: Zoom Control has a range meter containing a range of 10 to 400. Usually, PowerPoint user keeps this meter at 69% or 71% readability.

8) What we have to type in the Run dialog box to open PowerPoint?

1. Powerpoint
2. PowerPoint
3. Pwrpoint
4. Powerpnt

Answer: (d) Powerpnt

Explanation: We can open the PowerPoint by typing the word Powerpnt in the run dialog box. The window + r shortcut key is used to open the run dialog box.

9) Which of the following is the default standard layout in PowerPoint?

1. Blank slide
2. Title and content slide
3. Title slide
4. None of the above

Answer: (c) Title slide

Explanation: Title slide is a default standard layout in powerpoint. Title slide contains the title and basic information about the presenter and presentation. It sets a tone for the presentation.

10) Which of the following is the shortcut key to open the existing presentation in the powerpoint?

1. Ctrl + M
2. Ctrl + N
3. Ctrl + O
4. Ctrl + K

Answer: (c) Ctrl + O

Explanation: Ctrl + O is a shortcut command which is used to open an existing document in PowerPoint.

11) Which of the following shortcut key is used to stop the slide show?

1. Esc key
2. Ctrl + O
3. Ctrl + N
4. Ctrl + K

Answer: (a) Esc key

Explanation: To exit from the slideshow, use Esc (Escape Key).

12) In Powerpoint, the objects on the slide used to hold the text are called as -

1. Placeholders
2. Textbox
3. Text holders
4. None of the above

Answer: (a) Placeholders

Explanation: The areas enclosed by the dotted borders on the slides are called Placeholders. Simply, you can say that placeholder is the enclosed areas on the slide. A placeholder is used to hold the text on the slide. It is a container that can hold text, image, graphics, table, video or audio clip, and anything you want to add into the slide.

13) Which of the following command in powerpoint is used to bring the user directly to the first slide of the presentation?

1. Ctrl + Home
2. Alt + Home
3. Shift + Home

4. Home

Answer: (a) Ctrl + Home

Explanation: Using the Ctrl + Home command, we can directly jump to the first slide of the PowerPoint presentation.

14) Which of the following command in powerpoint is used to bring the user directly to the last slide of the presentation?

1. Ctrl + End
2. Alt + End
3. Shift + End
4. End

Answer: (a) Ctrl + End

Explanation: Using the Ctrl + End command, we can directly jump to the last slide of the PowerPoint presentation.

15) In PowerPoint, is it allowed to make a PDF of the powerpoint presentation?

1. True
2. False
3. Can't say
4. May be

Answer: (a) True

Explanation: Yes, you can make the PDF of the PowerPoint presentation. PowerPoint allows the users to convert the PowerPoint slides to PDF documents. We can do the same using some easy steps.

16) Is it possible to apply the same transition on all slides in a powerpoint presentation?

1. True
2. False
3. Can't say
4. May be

Answer: (a) True

Explanation: Yes, we can apply the same transition on all slides of a PowerPoint presentation. It can be done by applying some easy steps.

17) Which of the following is the shortcut key for checking the spelling in PowerPoint?

1. F5

2. F7
3. F6
4. F3

Answer: (b) F7

Explanation: The F7 is a shortcut key used for spell checking in PowerPoint.

18) Which of the following fill effects can be used to fill the background of the slide?

1. Picture
2. Gradient
3. Texture
4. All of the above

Answer: (d) All of the above

Explanation: We can use the picture, gradient, texture to fill the background of the slide.

19) We can create a new presentation in powerpoint from -

1. Blank Presentation
2. From existing presentation
3. Both (a) and (b)
4. Neither (a) nor (b)

Answer: (c) Both (a) and (b)

Explanation: PowerPoint allows the users to create a new presentation in three different ways that are defined as follows -

Using Blank presentation - Use a new blank presentation slide to create a new presentation.

From design template - We can use any design template of PowerPoint instead of the blank slide to create a new slide.

Using Existing presentation - We can use an old presentation and use its format to create a new presentation.

20) Which of the following option is correct to insert the chart as part of the powerpoint presentation?

1. Insert -> Chart
2. Edit -> Chart
3. View -> Chart
4. All of the above

Answer: (a) Insert -> Chart

Explanation: By embedding the chart of Excel in our PowerPoint presentation, we can directly show the excel data here. So, the user does not require to create a table here to show the data. We can insert the chart by clicking the insert -> chart.

21) Which of the following are the types of sound files?

1. WAV files
2. LOG files
3. DAT files
4. None of the above

Answer: (a) WAV files

Explanation: None

22) Which of the following shortcut key in powerpoint is used to repeat the recent find?

1. F1
2. F2
3. F3
4. F4

Answer: (d) F4

Explanation: None

23) What happens when you select first and second slide and then try to insert the new slide?

1. New slide will be inserted as first slide
2. New slide will be inserted as last slide
3. New slide will be inserted as third slide
4. None of the above

Answer: (c) New slide will be inserted as third slide

Explanation: None

24) What is the shortcut key to insert a hyperlink in the slide?

1. Ctrl + H
2. Ctrl + K
3. Ctrl + A
4. Not possible to insert hyperlinks

Answer: (b) Ctrl + K

Explanation: Press the Ctrl + K shortcut key; this will directly take you to the Insert Hyperlink window, where you have to choose a file you would like to make a hyperlink.

25) What is the motion path in powerpoint?

1. A path from where the powerpoint program installed
2. A method of moving the objects on a slide
3. Both (a) and (b)
4. Neither (a) and (b)

Answer: (b) A method of moving the objects on a slide

Explanation: A motion path is a method of moving objects on a slide. PowerPoint allows its users to add motion to an object in the slide. You can add motion to an object from the Animation tab by selecting an object.

26) Which of the following is the shortcut key used to start the presentation from the current slide?

1. F5
2. Shift + F5
3. Ctrl + F5
4. None of the above

Answer: (b) Shift + F5

Explanation: Shift + F5 helps to start the slide show from the selected slide. For example, if you have 20 slides in your file and you want to start a slide show from the 5th slide, you need to select the 5th slide and press Shift+F5.

27) Which of the following are the uses of the PowerPoint presentation?

1. It can be used for project presentations
2. Communication of planning
3. Used to represent the data in an attractive way
4. All of the above

Answer: (d) All of the above

Explanation: PowerPoint is a tool of Microsoft that is used to make presentations. It contains slides to present the data. With the help of the MS PowerPoint tool, you can represent your idea or plan virtually using text, video, and images. PowerPoint helps to represent the data in an attractive way by allowing the user to add text, image, graphics, audio, and video to it.

28) Which of the following is used to see all slides at once?

1. Using slide sorter view

2. Using slide view
3. Using normal view
4. None of the above

Answer: (a) Using slide sorter view

Explanation: Slide Sorter View is a view to see the slides presentation in a shorter view. It allows the users to see all the slides in a single view. Slide Sorter View makes it easy for the users to sort and organize the slides in a sequence if they want to print their slides. You can get this slide sorter view near the Reading View option in the toolbar section.

29) Which of the following feature of powerpoint allows us to quickly create a simple presentation?

1. Chart Wizard
2. Auto content wizard
3. Transition wizard
4. None of the above

Answer: (b) Auto content wizard

Explanation: Auto Content Wizard provides the sample content to its users. On the other side, slide Design is a simple design format of PowerPoint that does not provide any sample content.

30) The shortcut to print powerpoint presentation is -

1. Ctrl + A
2. Ctrl + P
3. Ctrl + Shift + P
4. All of the above

Answer: (b) Ctrl + P

Explanation: Ctrl + P shortcut key is used to open the print window and allows you to print the pages.

31) Which of the following is not a type of view in powerpoint?

1. Slide show
2. Slide sorter
3. Normal
4. None of the above

Answer: (d) None of the above

Explanation: Slide View is a view to see the presentation slides in four different modes that are Normal, Slide Sorter, Reading View, and Slide Show.

In PowerPoint, all four slide modes available at the bottom of PowerPoint.

32) In which of the following menu, the slide sorter view is available in powerpoint?

1. Insert
2. View
3. Design
4. Animations

Answer: (b) View

Explanation: Slide Sorter View is a view to see the slides presentation in a shorter view. You can get this slide sorter view near the Reading View option in the toolbar section. Besides that, you can also get it at the bottom of the slide window on the taskbar or inside the View tab on the ribbon.

33) Which of the following is the best way to create a duplicate slide?

1. Click the slide and select it using Ctrl + A, then copy it and paste it into new slide.
2. Redo everything on new slide
3. Choose duplicate slide from insert slide
4. None of the above

Answer: (c) Choose duplicate slide from insert slide

Explanation: None

34) The special effects in a powerpoint presentation used to introduce slides are called as -

1. Effect
2. Transitions
3. Slide animation
4. Custom animation

Answer: (b) Transitions

Explanation: Transition effects appear when one slide changes into next slide in a Slide Show. MS PowerPoint offers several types of transitions, which makes the presentation attractive and effective. On adding a transition to a slide, the slide changes in a different way rather than simple.

35) Which of the following is used to add text in a slide?

1. Text box
2. Comment box
3. Note box
4. Custom animation

Answer: (a) Text box

Explanation: In addition to placeholders, you can insert text boxes in the slide. You can move and resize the text box. There are some steps to add a text box -

Open the Insert tab

In Text group click the Text Box command

Click on the slide and drag the cursor until text box takes the desired width.

Then release the mouse.

36) What is the slide transition?

1. Letters
2. Overheads
3. It is a special effect used to introduce a slide in a slide show.
4. None of the above

Answer: (c) It is a special effect used to introduce a slide in a slide show.

Explanation: Transition effects appear when one slide changes into next slide in a Slide Show. MS PowerPoint offers several types of transitions, which makes the presentation attractive and effective. On adding a transition to a slide, the slide changes in a different way rather than simple.

37) Which of the following is the collection of design choices, including special effects, colors, and fonts?

1. Data
2. Theme
3. Slide
4. None of the above

Answer: (b) Theme

Explanation: Themes are design templates that make the presentation colorful and stylist. With a single click, you can apply a theme to the entire presentation.

38) Which of the following menu in powerpoint includes the Picture, Text Box, Shapes, Clip Art?

1. File
2. Insert
3. Design
4. None of the above

Answer: (b) Insert

Explanation: The insert menu in powerpoint includes many options in which some of them are Clip Art, Picture, Shapes, and Text Box.

39) What is the difference between the slide design and auto content wizard?

1. Both are same
2. Slide design does not provide sample content, whereas the Auto Content Wizard provides the sample content
3. Slide design provides the sample content, whereas the Auto Content Wizard does not provide the sample content

4. None of the above

Answer: (b) Slide design does not provide sample content, whereas the Auto Content Wizard provides the sample content

Explanation: Auto Content Wizard provides the sample content to its users. On the other side, slide Design is a simple design format of PowerPoint that does not provide any sample content.

40) Which of the following view in powerpoint is used to add comments?

1. Slide sorter view
2. Notes page view
3. Normal view
4. None of the above

Answer: (b) Notes page view

Explanation: Notes page view in powerpoint provides the space below the slide to add notes.

41) Is it allowed to make a PDF of the powerpoint presentation?

1. Yes
2. No
3. May be
4. Can't say

Answer: (a) Yes

Explanation: Yes, you can make the PDF of the PowerPoint presentation. PowerPoint allows the users to convert the PowerPoint slides to PDF documents.

42) Is it possible to convert a powerpoint presentation into a video?

1. Yes
2. No
3. May be
4. Can't say

Answer: (a) Yes

Explanation: Yes, we can export a PowerPoint presentation into a video. MS PowerPoint allows the users to convert a presentation into different formats like PDF/XPS document, video document, Handout, and more. It also allows the users to export a presentation as a package presentation for CD.

43) What term will be used when you hold the left key of the mouse on an object and move it on the slide?

1. Dragging
2. Moving
3. Highlighting
4. None of the above

Answer: (a) Dragging

Explanation: When one holds the left key of the mouse on an object and moves it on the PowerPoint slide, this action is called dragging.

44) In a powerpoint presentation -

1. We can insert movie clips but not the sound clips
2. We can insert sound clips but not the movie clips
3. Both movie clips and sound clips can be inserted
4. Both movie clips and sound clips cannot be inserted

Answer: (c) Both movie clips and sound clips can be inserted

Explanation: PowerPoint helps to represent the data in an attractive way by allowing the user to add text, image, graphics, audio, and video to it.

45) In a powerpoint presentation, how would you insert a logo that will appear in the same position on all the slides?

1. Insert logo on handout master
2. Insert logo on the slide master
3. Insert logo on notes master
4. Insert logo individually on each slide of the presentation

Answer: (b) Insert logo on the slide master

Explanation: You can insert the logo on the Slide master. So, the logo will appear in the same position on all the slides.

46) Which of the following adds a text box on a slide of the powerpoint presentation?

1. Insert -> Text Box
2. Design -> Text Box
3. Format -> Text Box
4. None of the above

Answer: (a) Insert -> Text Box

Explanation: The steps to add a text box in powerpoint are given below -

Open the Insert tab

In Text group click the Text Box command

Click on the slide and drag the cursor until text box takes the desired width

Then release the mouse

47) Which of the following shortcut key is used for help in powerpoint?

1. F1
2. F2
3. F3

4. F4

Answer: (a) F1

Explanation: None

48) Which of the following shortcut key is used to center align the text in a slide?

1. Ctrl + E
2. Ctrl + L
3. Ctrl + R
4. None of the above

Answer: (a) Ctrl + E

Explanation: None

49) Which of the following shortcut key is used to change the case of the selected text?

1. Shift + F3
2. Shift + F1
3. Shift + F2
4. None of the above

Answer: (a) Shift + F3

Explanation: Shift + F3 allows the users to change the selected text into uppercase or lowercase and can be used to change the first letter of a word into a capital letter. If the text is not selected, only the first word after the cursor will be changed.

50) Which of the following shortcut key is used to show or hide the grid in powerpoint?

1. Shift + F9
2. Shift + F1
3. Shift + F2
4. None of the above

Answer: (a) Shift + F9

Explanation: Shift + F9 is used to show or hide the grid on the slide in Microso

1. Which view in PowerPoint can be used to enter speaker comments ?

- ☐ Normal
- ☐ Slide show
- ☐ Slide sorter
- ☐ Notes page view

Answer: Notes page view

Explanation:

The view in PowerPoint that can be used to enter speaker comments is: (4) Notes page view In the Notes page view, you can see the slide on the top portion of the screen, and a section below it specifically designated for entering speaker notes. These notes can be helpful during a presentation to provide additional information, reminders, or cues for the presenter. The other options you mentioned, Normal view, Slide show view, and Slide sorter view, do not have a dedicated space for entering speaker comments.

2. PowerPoint can display data from which of the following add-in software of MS-Office ?

- ☐ Equation editor
- ☐ Organization chart
- ☐ Photo album
- ☐ All of these

Answer: Organization chart

Explanation:

PowerPoint can display data from (2) Organization chart add-in software of MS-Office. PowerPoint has built-in functionality to create and display organization charts. You can create and edit organization charts directly within PowerPoint using the "SmartArt" feature. This allows you to visually represent hierarchical relationships within an organization. On the other hand, the Equation Editor (1) is a separate application within the Microsoft Office suite that allows you to create and edit mathematical equations. While you can insert equations created with the Equation Editor into PowerPoint slides, PowerPoint itself does not have built-in support for displaying or editing equations. The Photo album (3) is a feature in PowerPoint that allows you to create a presentation from a selection of photos. It enables you to import multiple images at once and arrange them in a visually appealing manner. However, it is not an add-in software of MS-Office, but rather a feature within PowerPoint itself. Therefore, the correct answer is (2) Organization chart.

3. To prepare a presentation/slide show which application is commonly used ?

- ☐ Photoshop
- ☐ Powerpoint

- ☐ Outlook Express
- ☐ Internet Explorer

Answer: Powerpoint

Explanation:

For preparing a presentation/slide show, the commonly used application is (2) Powerpoint. PowerPoint is a popular presentation software developed by Microsoft. It offers a wide range of tools and features for creating visually appealing slides, adding text, images, graphs, charts, and animations, and delivering effective presentations.

4. The best way to insert a new slide in a presentation is to use the ?

- ☐ Normal view
- ☐ Special view
- ☐ Slide show view
- ☐ Slide sorter view

Answer: Slide sorter view

Explanation:

The best way to insert a new slide in a presentation is typically through: (4) Slide sorter view. In Slide sorter view, you can easily see an overview of all the slides in your presentation. This view allows you to rearrange and manage the order of slides. To insert a new slide, you can right-click on an existing slide and select "New Slide" from the context menu. This will insert a new slide after the selected slide. While Normal view is commonly used for editing slide content, inserting new slides directly in Slide sorter view provides a convenient way to manage the structure and sequence of slides in your presentation.

5. Which of the following is not a feature of PowerPoint ?

- ☐ Printing transparencies
- ☐ Printing the speaker's notes along with slide images
- ☐ Linking a slide transition with a laser pointer

- ☐ Drawing with a pen

Answer: Linking a slide transition with a laser pointer

Explanation:

The feature that is not available in PowerPoint is (3) Linking a slide transition with a laser pointer.

6. Which key on the keyboard can be used to view slide show ?

- ☐ F1
- ☐ F2
- ☐ F5
- ☐ F10

Answer: F5

Explanation:

The key on the keyboard that can be used to view a slide show in PowerPoint is (3) F5. Pressing the F5 key launches the slide show mode in PowerPoint, displaying the presentation in full-screen mode. In the slide show mode, you can navigate through the slides using various keyboard shortcuts, mouse clicks, or other controls, depending on the settings and options you have chosen. Therefore, the correct answer is (3) F5.

7. Special effects used to introduce slides in a presentation are called ?

- ☐ Effects
- ☐ Custom animations
- ☐ Transitions
- ☐ Preset animations

Answer: Transitions

Explanation:

Special effects used to introduce slides in a presentation are called (3) Transitions. Transitions in PowerPoint refer to the visual effects that occur when moving from one slide to another during a presentation. These effects are used to add visual interest and create smooth transitions between slides. They can include various animations, such as fades, wipes, dissolves, and many others. Transitions can be applied to individual slides or set as default for the entire presentation. They help enhance the overall flow and professionalism of the presentation by adding visual appeal during the transition between slides. Therefore, the correct answer is (3) Transitions.

8. Ellipse Motion is a predefined _____ ?

- ☐ Design template
- ☐ Color scheme
- ☐ Animation scheme
- ☐ All of the above

Answer: Animation scheme

Explanation:

Ellipse Motion is a predefined (3) Animation scheme in PowerPoint. Animation schemes are built-in animation effects and transitions that can be applied to individual objects or entire slides in a presentation. These schemes provide pre-designed animations that add movement and visual interest to your slides. Ellipse Motion is one such predefined animation scheme that applies a specific animation effect involving ellipses to the selected objects or slides.

9. Which of the following effects can you use for the slide background ?

- ☐ Gradient
- ☐ Texture
- ☐ Picture
- ☐ All of above

Answer: All of above

Explanation:

You can use (4) All of the above effects for the slide background in PowerPoint. PowerPoint offers various options to customize the slide background, including gradient, texture, and picture effects. Gradient: You can apply gradient effects to the slide background, which involves blending two or more colors to create a smooth transition. Texture: PowerPoint allows you to add texture effects to the slide background, such as a pattern, fabric, or other textured appearances, to give it a unique visual style. Picture: You can use an image or picture as the slide background, allowing you to add visual elements or create a specific theme for your presentation. Therefore, all the mentioned effects—gradient, texture, and picture are available options for customizing the slide background in PowerPoint.

10. We can replace a font on all slides with another font using the option ?

- ☐ Edit, Fonts
- ☐ Tools, Fonts
- ☐ Tools, Replace Fonts
- ☐ Format, Replace Fonts

Answer: Format, Replace Fonts

Explanation:

We can replace a font on all slides with another font using the (4) Format, Replace Fonts option in PowerPoint.