

Shortcut Key of Powerpoint Quiz

Sr	Questions	Answers Choice
1	InPowerPoint the shortcut key of Shift + F3 is used to?	A. Show or hide the grid B. Spellcheck C. View the slide show form the current slide forward D. Change case
2	InPowerPoint the shortcut key of Ctrl + Shift + < is used to?	A. Change case B. Move to the next hyperlink C. Decrease font size D. Move to the previous hyperlink
3	InPowerPoint the shortcut key of Ctrl + Shift + > is used to?	A. Increase font size B. Jump to Next Paragraph C. Go to Next Slide D. Add New Slide
4	InPowerPoint the shortcut key to Ctrl + Shift + Tab is used to?	A. During Presentation, Go to slide number B. Expand outline text below a heading C. Switch between outline and slide view D. Copy formatting of selected shape
5	The shortcut key to Run a presentation is _____?	A. F12 B. F6 C. F5 D. F7
6	The shortcut key to End the slide show is _____?	A. Esc B. Shift + End C. Ctrl + E D. End
7	The shortcut key for MSPowerPoint Helps is _____?	A. F2 B. F1 C. F7 D. Ctrl + F1
8	The shortcut key for spellcheck is _____?	A. F12 B. F8 C. F1 D. F7
9	The shortcut key to insert hyperlink is _____?	A. Ctrl + Shift + H B. Ctrl + H C. Ctrl + Shift + I D. Ctrl + K
10	InPowerPoint the shortcut key of Ctrl + T is used to?	A. Display the font dialog box B. Spellcheck C. Display the font dialog box D. insert hyperlink
11	The shortcut key for Inserting a new slide is _____?	A. Ctrl + Shift + M B. Ctrl + M C. Ctrl + E D. Ctrl + N
12	The shortcut key to open Save As dialog box is _____?	A. F12 B. F5 C. Ctrl + Shift + S D. Ctrl + S
13	In PowerPoint the short cut key of 1 + Enter is used to?	A. End the slide show B. Collapse outline text below a heading C. Show or hide the guides D. Return to the first slide
14	The shortcut key to Ungroup is _____?	A. Ctrl + K B. Ctrl + G C. Ctrl + Shift + G D. Shift + U

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In PowerPoint the shortcut key of Ctrl + K is used to?

- A. Change the pen to a pointer
- B. Hide the pointer of pen
- C. Display the font dialog box
- D. Insert Hyperlink