

Shortcut Key of Powerpoint Quiz

Sr	Questions	Answers Choice
1	The shortcut key to Run a presentation is _____?	A. F12 B. F6 C. F5 D. F7
2	The shortcut key to End the slide show is _____?	A. Esc B. Shift + End C. Ctrl + E D. End
3	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
4	InPowerPoint 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
5	The shortcut key for MSPowerPoint Helps is _____?	A. F2 B. F1 C. F7 D. Ctrl + F1
6	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
7	The shortcut key to Ungroup is _____?	A. Ctrl + K B. Ctrl + G C. Ctrl + Shift + G D. Shift + U
8	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
9	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
10	The shortcut key to insert hyperlink is _____?	A. Ctrl + Shift + H B. Ctrl + H C. Ctrl + Shift + I D. Ctrl + K
11	The shortcut key for spellcheck is _____?	A. F12 B. F8 C. F1 D. F7
12	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
13	The shortcut key to open Save As dialog box is _____?	A. F12 B. F5 C. Ctrl + Shift + S D. Ctrl + S
14	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

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The shortcut key for Inserting a new slide is _____?

- A. Ctrl + Shift + M
 - B. Ctrl + M
 - C. Ctrl + E
 - D. Ctrl + N
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