

MCQ With Answer

a) The Main editing view in PowerPoint:

Normal View

b) Which of the following can you use to add times to the slides in a presentation

Rehearse timing button

c) Which of the following formulas is not entered correctly?

171+295 (for Example)

d) Which of the following is an absolute cell reference?

\$A\$12 (Like)

e) Which of the following formulas will Excel Not be able to calculate?

=SUM(Sales)-A3

g) Which function will calculate the number of workdays between 01/01/2018 and 19/05/2018?

Networkdays

h) The default header for a worksheet is

None

i) This type of software is similar to an accountant's worksheet

Spreadsheets, Lotus 123

j) Excel uniquely identifies cells within a worksheet with a cell name

Column letters and row numbers

k) The PowerPoint view that displays only text (title and bullets) is

Outline view

l) _____ is a presentation program.

MS PowerPoint

How to protect a presentation by setting up a password on it?

Set a password on a file to which you want to protect. Follow the below steps to set a password:

File -> Info -> Protect Presentation -> Encrypt with Password

- Open the file which you want to make password protected.
- Go to **File** in the menu bar and click on the **Info** present at the left of the panel.
- Here, click on the **Protect Presentation** dropdown menu under which you will get an option **Encrypt with Password**. Click on it to protect the file with a password.
- Create a password for the file. (It will ask two times to set a password.)
- Now, file is password protected. It will ask for the password whenever you will open it.