

B.A. Program 1st Semester Assignment
Maynaguri College, 2024
MS Power Point
Skill Enhancement Course, SEC

Full Marks: 20

1. Prepare a 5-slide presentation introducing yourself, include the following:
 - 1) Creating a Title Slide
 - 2) Creating Slides Using Different Layouts
 - 3) Save your Presentation in desktop.
 - 4) Use slide transitions and animation
 - 5) Insert slide number, slide date, slide header and footer
 - 6) Use rehearse time.
 - 7) Create master slide.
 - 8) Use text box, smart art, picture, hyper link, table, shape, diagram and chart in slides.
 - 9) Use slide design.