



‘সম্যাকো মন্ত্র: সমিতি: সমানী’

UNIVERSITY OF NORTH BENGAL

SEC 1st Semester Examination, 2024

SEC - POOASEC106-COMPUTER SCIENCE

MS POWERPOINT

Time Allotted: 2 Hours

Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A

Answer any *five* of the following

1×5 = 5

1. What is slide? 1
2. Give example of any four types of animations. 1
3. Define smart art graphics. 1
4. State different types of numbering in PowerPoints. 1
5. How to present a slide show? 1
6. State about various views of PowerPoint. 1
7. How can you set custom timing for slide transition in PowerPoint presentation? 1
8. Give example of any two type of transition in PowerPoint presentation. 1

GROUP-B

Answer any *three* of the following

5×3 = 15

9. Write a short note on handouts. 5
10. Discuss about different bullets and numbering in PowerPoint. 5
11. Write down the steps to add images in presentations. 5
12. Discuss how to insert text in presentation and format it. 5
13. How can we add tables in PowerPoint presentation? 5

GROUP-C

Answer any *two* of the following

10×2 = 20

14. Explain about custom animation in PowerPoint and discuss about its various features. 10
15. Write a short note on slide master. 10
16. Write down the steps to create a PowerPoint presentation. Presentation should contain three slides. First slide contains the name of the topic. Second slide contains a chart and a textbox and the third slide contains description of the topic. 10
17. Briefly discuss about slide transition. 10

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