

Notice

Date: 20/02/2026

All the students of **MS PowerPoint, SEC, 1st semester** are hereby notified that your Assignment is to be submitted by 12/03/2026.

Assignment submission link(Google Form):

<https://forms.gle/DhWhz4FkStGsUGW1A>

Last Date of submission: 12/03/2026

Instructions:

- Assignments must be submitted as powerpoint presentations.
- The file size must not exceed 1MB.

Questions:

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 on the desktop(.pptx).
- 4) Use slide transitions and animation
- 5) Insert slide number, slide date, slide header and footer
- 6) Use rehearse time.
- 7) Create a master slide.
- 8) Use text box, smart art, picture, hyper link, table, shape, diagram and chart in slides.
- 9) Use slide design.