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

$1 \times 5 = 5$

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

$5 \times 3 = 15$

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

$10 \times 2 = 20$

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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