

18. Explain about creating a new PowerPoint presentation.
19. Describe about arrange and add slides in a presentation.
20. Explain about Preparing a Presentation for Travel.
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S.No. 2037

12UCAS03/
12UCSS05

(For the candidates admitted from 2012-2013 onwards)

B.C.A./B.Sc. DEGREE EXAMINATION,
APRIL/MAY 2018.

Fifth and Sixth Semester

SBEC III — EXCEL AND POWERPOINT

(Common for Computer Science)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

All questions carry equal marks.

1. How to change the worksheet's name?
2. What is the use of FillSeries method?
3. What is Now() function?
4. Define Theme.

5. What is Design Template?
6. How to create a Text Box?
7. How to change the slide layout?
8. How to view color scheme?
9. How to move from slide to slide automatically?
10. Write the steps for adding notes to the slide.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

All questions carry equal marks.

11. (a) How to arrange multiple workbook windows?

Or

- (b) Write the steps for moving data within a workbook.

12. (a) How to create named ranges to streamline references to group of cells?

Or

- (b) How to add images to a document?

13. (a) How to export a presentation as an outline?

Or

- (b) Write a short notes on AutoCorrect feature in PowerPoint presentation.

14. (a) How to apply a theme to a PowerPoint presentation?

Or

- (b) Write the steps to change the color of a slide.

15. (a) Explain about rehearsing a presentation.

Or

- (b) Discuss about the features of Preparing Speaker Notes.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

All questions carry equal marks.

16. How to create and save the workbook? Explain.

17. Discuss about finding and correcting errors in calculations.