

B.A SEMESTER -III
SEMESTER-III
SESSION 2026-27
BA-MAJ-COMP-03: PRESENTATION USING POWERPOINT

Credits: 4-0-0

Lecturer Delivered 45-55 Hrs

Time: 5 Hours

Practical: 50

Total Marks: 100

Minimum Pass Marks: 35%

Internal Evaluation: 20

External Evaluation: 30

Instructions for the Paper Setters:-

The question paper will be divided into three sections. Section – A and Section – B will be based on Unit – I and Unit- II of the syllabus respectively. Each of these sections will contain four questions of 06 marks each. The students will be required to attempt two questions from each of these sections. Section – C will be compulsory. It will be based on entire syllabus and will contain 11 short answer type questions of one mark each.

Unit-I

Introduction to Presentation Design:- Overview of Presentation Design, principles of effective presentation, Introduction to Microsoft PowerPoint's features, setting up the work pace.

Creating and Formatting Slides: Creating and saving presentations, using templates and themes start, slide layout and design principles, basic text formatting fonts, sizes, and styles.

Working with Text and Lists: Advanced text formatting: text boxes, text effects, using bullet points and numbering, aligning and distributing text elements.

Images and Graphics: Inserting and formatting Images, using shapes, icons, and SmartArt, positioning and resizing Images, creating and modifying charts and graphs.

Unit-II

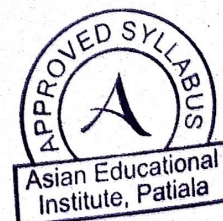
Working with Tables and Charts: Creating and formatting tables, table design and layout options, creating and customizing charts, using chart and visualize data effectively.

Adding Multimedia Elements Inserting and managing audio and video files, table design and layout options creating objects, applying transition effects between slides, timing and sequence of animations.

Designing Professional Presentations Designing slides with a consistent theme, using slide master for uniform design, creating custom slide layouts, using design tools for alignment and spacing.

Enhancing Presentations: Using advanced themes and styles, applying backgrounds, borders and effects, using PowerPoint's design ideas feature, creating custom templates.

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Recommended Texts

1. For Open Source: Documentation Team, Libre Office. Getting Started with Libre Office 6.0. Australia Friends of Open Document, Incorporated, 2019.
2. For Proprietary: Working in Microsoft Office-Richard Mansfield-Tata McGraw Hill Education

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