MAHATMA GANDHI UNIVERSITY, KOTTAYAM

MGU-UGP (HONOURS)

SECOND SEMESTER EXAMINATION

(2024 ADMISION ONWARDS)

MG2MDCECT102 - Office Enhancement Tools

Duration: 1.5 hour   **Maximum Marks: 35**

Practical Examination – Model Question Paper

Instructions:

- **Demonstrate** the given task
- **Viva session** (Minimum 5 questions from the Practical Module)
- **Lab Report**

Evaluation Criteria:

- **Viva**: 7 marks
- **Lab Report**: 8 marks
- **Demonstration**: 20 marks

(Solve Questions 1-10, in accordance with general structure below:)

Here's a simple structure for your presentation with four slides:

1. **Title Slide**
   - o Presentation Title
   - o Your Name
   - o Date
2. **Introduction**
   - o Brief overview of the topic
   - o Why it is important
3. **Main Content**
   - o Key points or facts
   - o Supporting examples or visuals
4. **Conclusion**
   - o Summary of key takeaways
   - o Final thoughts or call to action

1. Create a new presentation with at least four slides. Add two new slides with different layouts and then delete one slide from the presentation.

2. Create a new presentation with at least four slides .Apply a different slide layout to an existing slide and change its background colour.

3. Create a new presentation with at least four slides .Insert an image into a slide and resize it to fit properly.

4. Create a new presentation with at least four slides .Insert a video or sound clip into a slide and set it to play automatically when the slide appears.

5. Create a new presentation with at least four slides .Apply a slide transition and add a custom animation to at least one object in a slide.

6. Create a new presentation with at least four slides .Modify the Master Slide to include a header and footer that appears on all slides.

7. Create a new presentation with at least four slides .Set automatic slide timings for a self-running presentation and preview the slide show.

8. Create a new presentation with at least four slides . Insert a new slide and add a title and bullet points.

9. Create a new presentation with at least four slides . Reorder the slides by moving one slide to a different position in the presentation.

10. Create a new presentation with at least four slides . Save the presentation as a PowerPoint file and export it as a PDF.

11. Track your monthly expenses in five categories (Rent, Food, Transport, Entertainment and Miscellaneous). Use a spreadsheet to calculate the total expenses.

12. Track your monthly expenses in five categories (Rent, Food, Transport, Entertainment and Miscellaneous).Determine the percentage spent in each category.

13. Track your monthly expenses in five categories (Rent, Food, Transport, Entertainment and Miscellaneous). Create a pie chart to visualize the expenses.

14. "Design an Event Invitation" Create a professional invitation for a college event. Include event name, date, time, venue, and a brief description.

15. "Design an Event Invitation" Create a professional invitation for a college event. Format text with bold, italics, and a unique font style.

16. "Design an Event Invitation" Create a professional invitation for a college event. Add a border or background design and insert an image or logo.