

8. (a) What is pivot table? Explain briefly. 4
- (b) Write the steps to insert smart art and timing a transition in a slide of PowerPoint presentation. 4
- (c) Write shortcut key for the following : 3
- (i) Page break
- (ii) Switch to print layout view
- (iii) Undo last action

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2021

( March )

POLITICAL SCIENCE

( General )

Course : 301

( Public Administration )

Full Marks : 80

Pass Marks : 32/24

Time : 3 hours

The figures in the margin indicate full marks  
for the questions

1. তলত দিয়াবোৰৰ নিৰ্দেশানুযায়ী উত্তৰ দিয়া : 1×8=8

Answer the following as directed :

- (a) Principles of Public Administration

গ্ৰন্থখনৰ লেখক আছিল

The author of the book, *Principles of Public Administration* was

(i) উদ্ৰ' উইলচন/Woodrow Wilson

(ii) উইল'বী/Willoughby

(iii) বালডো/Waldo

(iv) হেনৰী ফেয়ল/Henri Fayol

(শুদ্ধ উত্তৰটো বাছি উলিওৱা)

(Choose the correct answer)