ADD ON PROGRAMS ON POWERPOINT TRAINING PROGRAM
FACULTY OF MANAGEMENT STUDIES
SESSION PLAN

S.No.	Topics	Hours
1	**Getting Started with PowerPoint**	2
	Navigate the PowerPoint Environment	
	View and Navigate a Presentation	
	Create and Save a PowerPoint Presentation	
	Use PowerPoint Help	
2	**Developing a PowerPoint Presentation**	3
	Select a Presentation Type	
	Edit Text	
	Build a Presentation	
3	**Performing Advanced Text Editing Operations**	3
	Format Characters	
	Format Paragraphs	
	Format Text Boxes	
4	**Adding Graphical Elements to Your Presentation**	5
	Insert Images	
	Insert Shapes	
5	**Modifying Objects in Your Presentation**	6
	Edit Objects	
	Format Objects	
	Group Objects	
	Arrange Objects	
	Animate Objects	
6	**Adding Tables to Your Presentation**	3
	Create a Table	
	Format a Table	
	Insert a Table from Other Microsoft Office Applications	
7	**Adding Charts to Your Presentation**	3
	Create a Chart	
	Format a Chart	
	Insert a Chart from Microsoft Excel	
8	**Preparing to Deliver Your Presentation**	5
	Review Your Presentation	
	Apply Transitions	
	Print Your Presentation	
	Deliver Your Presentation	

Shivajirao Kadam Institute Of Technology And Management

Faculty of Management Studies

Notice

DATE-28/07/20

Venue – Computer Lab

Event – A 30 Hours online Training Program on MS Powerpoint was conducted in Faculty of Management Studies. The topics to be covered are , Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation ,How to Create and Save a PowerPoint Presentation.

Commencement Date –August 03, 2020 2:00 pm -4:00 pm (daily)

Program Coordinator – Prof. Ruchi Jain

Speaker – Prof. Sumit. S Jain

Audience/Participants – I Year Students

All the faculty members not having lectures/any other engagements are requested to attend the Program

Dr .Sumeet Khurana

Director

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT

FACULTY OF MANAGEMENT STUDIES

MS POWERPOINT TRAINING PROGRAM ATTENDANCE SHEET

BATCH 2020-2021

ENROLLMENT NO	NAME OF STUDENT	DATE→ 3/03/20	3/03/20	4/03/20	4/03/20	5/03/20	6/03/20	11/03/20	9/03/20	10/03/20	10/03/20	11/03/20	11/03/20	13/03/20	14/03/20	14/03/20
DX2011421	AFSAR PATEL	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
DX2011427	ANSH BAJPAYEE	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P
DX2011441	CHARVI MISHRA	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
DS1703420	RITESH	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
DX2011488	SAPANA CHOUKSE	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P
DX2011493	SHIVANI MALVIYA	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P
DC1621097	SOURABH SONI	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
DX2011504	SWAPNIL GUPTA	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P
DX2011509	VEDANSHEE UPADHYAY	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
DC1601034	VIDYASAGAR PATEL	P	P	P	P	A	A	P	P	P	P	P	P	P	A	A
DX2011498	SHUBHI CHOUDHARY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
DT1710741	RACHIT	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
DS1704182	NIHAL SOLANKI	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
DT1719444	MANJEET JALWANIYA	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
DS1504459	HITESHI YADAV	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P
DX2011439	ATUL KUMAR	P	P	P	A	A	P	P	P	P	P	P	P	P	A	A
DX2011433	ARTI NAGINA	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
DX2011442	FARHEEN ANSARI	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
DX2011469	NIVEDITA UDASI	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
DX2011473	POONAM PAL	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P
DS1609922	PRADEEP SHARMA	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P

Director

Shivajirao Kadam Institute Of Technology And Management

Faculty of Management Studies

Report on MS Powerpoint Training Program

Date: 18/08/2020

Shivajirao Kadam Institute of technology and Management . Indore organized a Training Program on "MS powerpoint" on 03.08.2020to 14.08.2020 to enhance the skills of the students. The speaker of the Training Program was Prof.Sumit.S.Jain , Assistant Professor, SKITM Indore(M.P.) , gives information **Developing a PowerPoint Presentation, Adding Graphical Elements to Your Presentation ,How to Create and Save a PowerPoint Presentation.. The techniques discussed in the session will help the students using powerpoint presentations effectively and efficiently**, and also give advice to attend the courses and get certificate which will be beneficial for the students as well as faculties for career growth. He also solved all the queries of participants and also support through the QA Section found within the course . All the faculty members and students gave their valuable presence. Prof.Sheetal Chhabra gave the vote of thanks and concluded the program.

Prof.Sheetal Chhabra

Event Coordinator

Dr.Sumeet Khurana

Director

Shivajirao Kadam Institute of Technology And Management
Faculty Of Management Studies
ASSESTMENT OF MS POWERPOINT TRAINING PROGRAM
Batch 2020-2021

S.NO	ENROLLMENT NUMBER	STUDENTS NAME	GRADE
1	DX2011421	AFSAR PATEL	A
2	DX2011427	ANSH BAJPAYEE	A
3	DX2011441	CHARVI MISHRA	B
4	DS1703420	RITESH	B
5	DX2011488	SAPANA CHOUKSE	C
6	DX2011493	SHIVANI MALVIYA	A
7	DC1621097	SOURABH SONI	B
8	DX2011504	SWAPNIL GUPTA	A
9	DX2011509	VEDANSHEE UPADHYAY	B
10	DC1601034	VIDYASAGAR PATEL	A
11	DX2011498	SHUBHI CHOUDHARY	B
12	DC1710741	RACHIT	A
13	DX1704182	NIHAL SOLANKI	C
14	DC1719444	MANJEET JALWANIYA	B
15	DC1504459	HITESHI YADAV	A
16	DX2011439	ATUL KUMAR	C
17	DX2011433	ARTI NAGINA	B
18	DX2011442	FARHEEN ANSARI	A
19	DX2011469	NIVEDITA UDASI	B
20	DX2011473	POONAM PAL	C
21	DX1605922	PRADEEP SHARMA	A

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT
FACULTY OF MANAGEMENT STUDIES
MS Power Point QUIZ

2020-2021

1. _____ is a presentation program.

(A) U-torrent (B) Mozilla Firefox

(C) MS PowerPoint (D) Slide Panel

2. In PowerPoint, the header and footer button can be found on the insert tab in what group?

(A) Tables group (B) Text group

(C) Object group (D) Illustrations group

3. Which is not the valid edition of MS PowerPoint?

(A) MS PowerPoint 2003 (B) MS PowerPoint 2007

(C) MS PowerPoint 2010 (D) MS PowerPoint 1920

4. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Title slide (B) Bullet slide

(C) Table slide (D) Graph slide

5. The PowerPoint view that displays only text (title and bullets) is

(A) Outline view (B) Notes page view

(C) Slide sorter (D) Slide show

6. Times new Roman, Cambria, Arial are the example of _____

(A) Font face (B) Clipart

(C) SmartArt (D) Themes

7. What is the default PowerPoint standard layout?

(A) Blank (B) Title slide

(C) Title only (D) Comparison

SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT

FACULTY OF MANAGEMENT STUDIES

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SHIVAJIRAO KADAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT

FACULTY OF MANAGEMENT STUDIES

Manjeet Jaiswaniya

MS Power Point QUIZ

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SHIVAJIRAO KADAM GROUP OF INSTITUTIONS, INDORE

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. ---------Arsh Bajpayee----------
of -----MBA----------

For successful completion of **MS Powerpoint Training Program** Organized by **Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore** held on and from **03 August 2020 to 14 August 2020.**

Prof. Ruchi Jain
Program Coordinator
MS Powerpoint Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

SHIVAJIRAO KADAM GROUP OF INSTITUTIONS, INDORE

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. ---------- Afsar Patel ----------
of ----- MBA ----------

For successful completion of **MS Powerpoint Training Program** Organized by **Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore** held on and from **03 August 2020 to 14 August 2020.**

Prof. Ruchi Jain
Program Coordinator
MS Powerpoint Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies

SHIVAJIRAO KADAM GROUP OF INSTITUTIONS, INDORE

FACULTY OF MANAGEMENT STUDIES

Certificate of Participation
Awarded to

Mr./Ms. ---------- Manjeet Talwaniya --------
of ---------- MBA --------

For successful completion of **MS Powerpoint Training Program** Organized by **Faculty of Management Studies, Shivajirao Kadam Institute of Technology and Management, Indore** held on and from **03 August 2020 to 14 August 2020.**

Prof. Ruchi Jain
Program Coordinator
MS Powerpoint Training Program

Dr. Sumeet Khurana
Director
Faculty of Management Studies