



**MAIMS**



**SKILL ENHANCEMENT CERTIFICATE COURSE  
WORK SMARTER WITH MS POWERPOINT**



**SEPTEMBER 2017 – NOVEMBER 2017**

**2.30 PM – 4.00 PM**

**Date of Commencement: 18 September 2017**

**Maharaja Agrasen Institute of Management Studies**

(A Unit of Maharaja Agrasen Technical Education Society)

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,  
Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186950

[www.maims.ac.in](http://www.maims.ac.in)

**Courses offered: BBA, B Com(H), BA(H) Economics,  
BAJMC, BALLB**

**Course Highlights:**

- 20 hours training on various MS PowerPoint functions
- Detailed learning on each tab of PowerPoint ribbon
- Basics to MS PowerPoint
- Special tips to make PowerPoint presentations professional and interactive



**MS OFFICE  
POWERPOINT**

## About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

## About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

### Course Description

- **Course Name:** “Work Smarter with MS PowerPoint”
- **Course Objectives:** This MS PowerPoint certificate course has been designed to introduce students to the basic commands, functions, and capabilities of Microsoft PowerPoint used in business and professions. This course will help students to understand and utilize the various functions of MS PowerPoint and enable the students to become more efficient in the workplace. This course is very practical and interactive. During the session, each student will work through exercises and practice using the various MS PowerPoint features covered during the course.
- **Commencement Date:** Monday, 25<sup>th</sup> September 2017

## Contents of the Course

<b><u>Lecture No.</u></b>	<b><u>Topics</u></b>
<b>1-2</b>	<b>Beyond the Basics</b>
<b>3-4</b>	<b>Quick Browse of the Presentation View</b>
<b>5-6</b>	<b>Using Outline View</b>
<b>7-8</b>	<b>Using Slide View</b>
<b>9-10</b>	<b>Handling Text</b>
<b>11-12</b>	<b>Using Slide Masters</b>
<b>13-14</b>	<b>Drawing Masters</b>
<b>15-16</b>	<b>Printing Your Slide and Setting Slide Show</b>
<b>17-18</b>	<b>Effective and Interactive Presentation Skills</b>
<b>19</b>	<b>Practicing Effective Presentation Skills – Group Assignment</b>
<b>20</b>	<b>Revision and Q &amp; A</b>
<b>Total No. of Lectures : 20</b>	

### **Who can attend?**

This Skill Enhancement Certificate Course would be beneficial for students/any individuals for enhancing their PowerPoint document skill

## Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees – Non-Refundable (per person):**

Dates	For External Participants	For Internal Participants
Upto 15 <sup>th</sup> September 2017	₹1000/-	₹150/-
After 15 <sup>th</sup> September 2017	₹1200/-	₹200/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

## Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Account	394502010059876		
IFSC / NEFT	UBIN0560421		

## **Chief Coordinator**

Prof. (Dr.) Vijay Kr. Khurana

## **Resource Persons**

- Dr. Deepak Dagar, Convener (Assistant Professor, 9311433901)
- Dr. Sangeeta Rawal, Co-convener (Assistant Professor, 8826020000)
- Dr. Sushila Gupta (Assistant Professor)
- Ms Neetu Aggarwal (Assistant Professor)