



## 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:** Friday, 20<sup>th</sup> September 2019

## Contents of the Course

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

## 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 2018	₹1000/-	₹150/-
After 15 <sup>th</sup> September 2018	₹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	
<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies	<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
<b>Bank Name</b>	Union Bank of India	<b>Mob. No.</b>	8448186940
<b>Bank Account</b>	394502010059876		
<b>Account Type</b>	Savings Account		
<b>IFSC / NEFT</b>	UBIN0560421		
<b>* UTR/Ref. No &amp; Screenshot of payment to be uploaded for completing the registration form</b>			

## **Registration Form Link**

After making payment, Please contact convenor for registration form:

## **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.

## **Patrons**

Prof. (Dr.) S. K. Garg  
Director General, MAIMS

Prof. (Dr.) G. P. Govil  
Advisor, MATES

Prof. R. K. Gupta  
Vice-Chancellor,  
MAU

Prof. M.K Bhat  
Director, Maharaja Agrasen Institute of Management  
Studies

Prof. (Dr.) Vishal Kumar  
Dean Research & Director,  
PCJ School of Management,  
MAU

## **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)