



# Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

## Skill Enhancement Course on Work Smarter with MS-PowerPoint

September – November 2019

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of Management Studies  
Sector 22, Rohini, Delhi-86





## Organizes

# SKILL ENHANCEMENT CERTIFICATE COURSE

## WORK SMARTER WITH MS POWERPOINT

[illegible]**SEPTEMBER 2019 – NOVEMBER 2019**

## 2.30 PM – 4.00 PM

**Date Of Commencement: 20 September 2019**



# 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, BBALLB**

## 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



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## 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
Total No. of Lectures : 20	

## Who can attend?

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

  
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## 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		

*\* UTR/Ref. No & Screenshot of payment to be uploaded for completing the registration form*

  
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## 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)

  
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**Value Added Course: Work Smarter with MS Powerpoint**

**BATCH 1**

S.No	Name of Student	Enrollment No.	28/9/2019	29/9/2019	29/9/2019	27/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019	30/9/2019
1	KISHOR MANGAL	1114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	SWATI SHARMA	1214702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	DEEPA JAIN	1314702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	GAURANG GOEL	1414702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	NIBHA JAIN	1514702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	MADHVI MATHUR	1614702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	ASHA SAINI	1714702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	HARSHITA MEHTA	1814702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	DIVEY SETHI	1914702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ASHISH KUMAR	2014702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	SHAKSHI NEGI	2114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	ABHAY SOLANKI	2214702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	RITESH DHANDIYA	2314702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	RAGHAV SHARMA	2414702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PULKIT BANSAL	2514702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	ADITI RATHI	2614702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	GARIMA RANA	2714702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	LAKSHITA JAIN	2814702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	TUSHAR SETHI	2914702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	SUREYA BASIA	3014702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	VANSHI SAMBHARWAL	3114702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	TANU SINGH	3214702419	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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23	ISHKA GUPTA	15114702419	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P
24	RINA JAIN	14214702419	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P
25	GURSHAR KAUH KUREA	15714702419	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	CHITNA VERMA	15414702419	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	A.B
27	AJANASYI KHANNA	15514702419	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P
28	BAKUL DATTA	15614702419	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P
29	NARVAL SIAAR	1161102419	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P
30	ANKIT RAJAJ	1281102419	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	A.B
31	VANSHIKA ANAND	1361102419	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P
32	SHRETTI GARG	1461102419	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P
33	YASHI DHATVEDI	1561102419	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	A.B
34	MAYANK SINGH	1661102419	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P
35	YAMAN KISHI	1761102419	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B
36	TANYA MANCHAND A	1861102419	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P
37	SARANS KUMAR	4061102419	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P
38	SANCHIT TANMAY	4161102419	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P
39	GUNEY SACHIDEVA	4261102419	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P
40	HIMANSHU DAS	4361102419	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P
41	AKSHAY VICTOR	4461102419	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P
42	KIRTI SHARMA	4561102419	P	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	A.B	P
43	DIVYA GARG	4661102419	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P
44	KASHISH VERMA	4761102419	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P
45	ROHIT KALWA	4861102419	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P
46	SOMAKSHI GOYAL	4961102419	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P	P	P
47	SAMRAN	5061102419	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	A.B	P	P
48	SANYAM	5161102419	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	P
49	HETESH KRISHNA	5114701119	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P
50	MANVI JAIN	5214701119	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P
51	RINJALI KHUNGUR BOBO	5314701119	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P
52	ABHIR NARAIN BHAT	5414701119	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P

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53	ABHILASH KARDAM	2514701719	P	P	P	P	P	A.B	P	P	P	P	A.B	P	P	P	A.B	P	P	P	P	P
54	VISHU GUPTA	1914701719	P	P	P	A.B	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	
55	DEBARYA KHELMANI	1710701719	P	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	A.B	
56	GLEETANSHU KANA	1814701719	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	
57	KUSHI SINGLA	1914701719	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P
58	VARUN KUMAR	2014701719	P	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	P	P	
59	ANSHIKA BATLA	2114701719	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	
60	DHRUV GUPTA	2214701719	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	
61	MAYANK MEHTA	2314701719	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	
62	VAISHALI GARG	2414701719	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
63	YASHI DARIT	2514701719	P	P	P	P	A.B	P	P	P	P	P	P	P	P	P	P	A.B	P	P	P	
64	YOGESH GUPTA	2614701719	P	P	P	P	P	P	A.B	P	P	P	P	P	P	A.B	P	P	P	A.B	P	
65	RIDHIMA GUPTA	2714701719	P	P	P	P	P	P	A.B	P	P	P	P	P	P	P	A.B	P	P	P	P	



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**Value Added Course: Work Smarter with MS Powerpoint**

**BATCH 2**

S.No.	Name of Student	Enrollment No.	21/9/2019	24/9/2019	26/9/2019	28/9/2019	1/10/2019	3/10/2019	5/10/2019	10/10/2019	12/10/2019	15/10/2019	17/10/2019	19/10/2019	22/10/2019	24/10/2019	26/10/2019	29/10/2019	31/10/2019	3/11/2019	5/11/2019	7/11/2019	9/11/2019
1	ATUL SHARMA	8814701719	P	P	P	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	AB
2	SHIVANGI NEGI	8914701719	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
3	ANANSI GOYAL	9014701719	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
4	MADAN KUMAR	9114701719	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
5	SHIVA SACTIDEVA	9214701719	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P
6	ASHUTOSH JADOUN	9314701719	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
7	KASHIKA KHANDELWAL	9414701719	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P
8	KALSHAL JAIN	9514701719	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P
9	HARSH DABAS	9614701719	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P
10	HARSHIT SINGHAL	9714701719	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
11	HIMANSHI GUPTA	9814701719	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P
12	HRIK SINGH	9914701719	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
13	ILMA KHAN	1014701719	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
14	ANIN ANAND	1114701719	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
15	KANIKA ANAND	1214701719	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P

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16	KANKA ARORA	3314701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P
17	KARAN SETHI	3414701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P
18	KARTIK BHALLA	3514701717	P	AB	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P
19	KARTIK SAINI	3614701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
20	KARTIK DISH KOLI	3714701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P
21	KARTIK MADAN	3814701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	KARTIK AGARWAL	3914701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	KARTIK NIGI	4014701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	KARTIK LAXMAN	4114701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	KARTIK ARORA	4214701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	KARTIK GARG	4314701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	KARTIK SINGH	4414701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	KARTIK ASWAL	4514701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	KARTIK GARG	4614701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	KARTIK NIGI	4714701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	KARTIK MOHAN	4814701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	KARTIK VARSHNEY	4914701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	KARTIK RA KUMAR	5014701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	KARTIK GANDHI	5114701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	KARTIK CHOSABRA	5214701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	KARTIK MALHOTRA	5314701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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37	ARUNW INDAL	10/100010	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
38	ABHISHEK KATARIA	24/100008	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P
39	AKASH KUMAR	30/100010	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P
40	AASHI SWAIN	30/100010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
41	AMIT SHUKLA	30/100010	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	AB
42	ANILAK MOIN	30/100010	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
43	ANISH ARORA	30/100010	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
44	ANMOL PATEL	30/100010	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
45	ANSHUL AGGARWAL	30/100010	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
46	ASHWIN MATHUR	10/100010	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
47	BIHARI SHUKLA	10/100010	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P
48	CHETNA SATHI	10/100010	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	AB
49	ANU KUMAR	20/100017	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
50	CHIRAG GARG	04/100017	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P
51	GARVIT BIRMAN	30/100017	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P
52	HARSH SINGH	30/100017	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
53	BHUPESH BATHA	11/07/2019	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
54	ANIKET SHUKLA	11/07/2019	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
55	ISHA SACHIN	11/07/2019	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
56	RUHI CHAWLA	11/07/2019	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
57	KARTIK KUMAR	11/07/2019	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	AB

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58	ASHISH KUMAR	1804723619	P	P	P	P	P	AB	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
59	SHIVAN GOURL	1714721614	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
60	ANIRUTH SHARMA	1804723619	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
61	SARTHAK CHHABRA	1914721618	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P
62	SIDDHANT JANSAL	2004723619	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	AB
63	MANVI GARG	1804723617	P	AB	P	P	P	P	P	P	AB	P	P	AB	P	P	P	P	AB	P	P	P
64	MAYANK GUPTA	1804721617	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P



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**Skill Enhancement Certificate Course  
“WORK SMARTER WITH MS POWERPOINT”  
20th September 2019 – 30th November 2019**

**REPORT**

MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various and commercial, business, and domestic activities of human life. Its use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for record keeping and future reference. This is the motivation behind the creation of this skill enhancement certification course, keeping in mind its importance, effectiveness, and utility to the masses, including students, faculty, and other stakeholders in the academia.

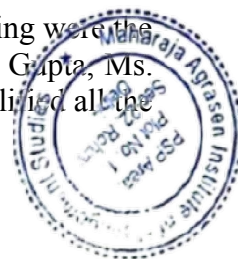
This Certificate Course was the initiative for undergraduate students. The prime objective of the course was to introduce students to basic features Microsoft PowerPoint used in business and various professional purposes. The course focused on the in-depth coverage and teaching various tabs on the Microsoft PowerPoint document. The details of the all the features of each tab were covered with the special focus on the practical application and relevance of each one of it, followed by the hands-on practice.

Two Batches of students were formed to provide them more attention for each session. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timing of the classes was 2:30 pm to 4:00 pm. The course was divided into multiple sessions and each session was taken by different faculty members. The feedback forms were filled by students following every session. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all sessions.

The registration for the course was started from 15th September 2019. The course was of 30 hour duration divided into 20 classes each of 1.5 hours duration. The course started from 20th September 2019 and ended on 6th November 2019. The valedictory of the course was conducted on 30th November 2019.

It was a great learning experience for the students as well as for the faculty. Following were the resource persons for the course Dr. Deeapk Dagar, Dr. Sangheta Rawal, Dr. Sushila Gupta, Ms. Neetu Aggarwal. Certificates were given only to such students who successfully qualified all the

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four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 129 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters. This course was very practical and interactive. This course helped the students to understand and utilize the various functions of workplace.

### **Faculty Convener:**

Dr. Deepak Dagar, Assistant Professor

### **List of Top Performers of the Certificate Course**

<b>Name</b>	<b>Institute</b>
<b>RIYA JAIN</b>	MAIMS
HITESH KRISHANA	MAIMS
KAUSHAL JAIN	MAIMS

  
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## Sample Certificate:

### Skill Enhancement Course on Work Smarter with MS Powerpoint



  
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