

# 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 <u>www.maims.ac.in</u>

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

Sep-Nov 2017

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Director

Maharaja Agrasen Institute of Managemet Studies Sector 22: Rohini, Delhi-86



# 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

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

### **Course Highlights:**

MS OFFICE POWERPOINT

- 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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## 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, 25th September 2017

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## **Contents of the Course**

| <u>Lecture</u><br><u>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 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<br>Participants | For Internal Participants |
|--|------------------------------|---------------------------|
| Upto 15 <sup>th</sup> September<br>2017  | ₹1000/-                      | ₹150/-                    |
| After 15 <sup>th</sup> September<br>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 / N            | NEFT Tł   | hrough Paytm / UPI          |   |  |  |  |  |  |  |  |  |
|-----------------------------|---|-----------------------------|---|--|--|--|--|--|--|--|--|
| Account<br>Holder's<br>Name | Maharaja Agrasen Institute<br>of Management Studies | Account<br>Holder's<br>Name | Maharaja Agrasen<br>Management Stud<br>Kumar                                  |  |  |  |  |  |  |  |  |
| Bank<br>Account             | 394502010059876                                     | Ţ                           | But fort.   | Waharaja 2                                     |  |  |  |  |  |  |  |
| IFSC / NEFT                 | UBIN0560421   |                             | \\  | les the set                                    |  |  |  |  |  |  |  |
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## **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 on: Work Smarter with MS Powerpoint

|                              |                  |       |       |       |        |       | Batch   | 1     |       |        |       |        |         |        |                           |       |       |        |       | 0.4   | Data  |
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|                              |                  | 18.9. | 20.9. | 22.9. | 25.9.  | 27.9. | 4.10.   | 6.10. | 9.10. | 11.1   | 13.1  | 16.1   | 23.1    | 25.1   | 27.1                      | 1.11. | 3.11. | 6.11.  | 0.11. | 1/.1  | 23.1  |
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| 1 A. ASHWIN                  | 00114788815      | AS    | A.S   |       | Aras   | A·B   | AB      | Ha    | Aig   | A.O    | AS    |        | Aas     | Ag     | Ag                        | AS    | A.S   | As     | Ag    | A'S   | A'S   |
| 2 Aakash Aggarawal           | 35114702415      | A     | A     | A     | A      | A     | A       | A     |       | A      | A     | A      | A       | A      | A                         | A     |       | A      | A     | A     | A     |
| 3 AAKRITI SURI               | 00114788816      | AS    | A.02  | A8    | 08     | AS    | AS      | AS    | AS    |        | P.S   | A.D    | A.S     | A-S    | AS.                       | HB.   | AS    | H.S    | -     | A-8   | AS    |
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| 7 AKARSHIT CHAWLA            | 40561188815      | AK.   | AK    | 19K   | Alk    | AK    | PK      | Alu   | AK    |        | AK    | AIK    | Ally    | Ak     | All                       | AL    | A     | Alde   | Ale   | AK    | Alu   |
| 8 AKHIL GHOSH                | 00414788816      | R     | R     | C     | R      |       |         | K     | (A    | R      | X     | A      | A       | A      | R                         | K     | a     | IA     | X     | R     |       |
| 9 Akriti Bhatia              | 06014721617      | H.B   | AD    | ASE   | AR     | AB    | AB      | A.B   | H.B   | A-B    | A.B   | HB.    | Ap      | Ab     | H.B                       | HD    | H.b   | Ab     | A.b   | 1010  | A'b   |
| 10 AKSHAY YADAV              | 43614701717      | Aye   | TA Y  | D.Y   | ay     | A.X   | A.X     | 1A:K  | pit   | AY     | Kt y  | 12y    | AY      | RY     | Par                       | HY    | 19    | 178    |       | AY    | AK    |
| 11 Akshita Gupta             | 41014712417      | AR    | Aik   | Att   | A.K    | AK    | A-K     | 1.7.K | AK    | AK     |       | HK     | ,       | AK     | -                         | AK    |       | -      | 0     | An    |       |
| 12 AMAN GARG                 | 35161101715      | anar  | ama   | aint  | aur    | av    | cere    | an    | ar    |        | amo   | 4 1    |         | prover |                           |       | Amer  |        | phila | Anan  | And   |
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| 17 Anirudh Ghose             | 40914712417      | Am    | AW    | AN    | AM     |       | AM      | AM    | Am    | AM     | AM    | AM     | AM      | An     | Am                        |       | An    |        |       | AN    | -     |
| 18 Anshdeep Singh Arora      | 40614712417      | NR    | 00    | -     | 1Ag    | DA    | AR      |       | AR    | AR     | AP    | 1      | AR      | AR     | AR                        | - QP  | - AJ  | AAR    | A     | ZAK   |       |
| 19 ANSHIKA GARG              | 35361101715      | Gur   | Gy    | Gu    | 62     | 61    | 61      | 61    |       | 62     | r Co  | a G    | - Lyc   | - 6    | 6                         |       | 2 .   | G      |       |       | 2     |
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| 21 Apoorva Sharma            | 05414721617      | Show  | have  | prese |        | Chal  | Really  | Shaan | hours | 1      | have  | Chow   | Sher    | low    | el                        | M     | - Bui | n gr   | the   | ~ lh  | - 9   |
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| 33 CHANDRESH JAIN   |  | ľ                     |
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| 42 DIKSHA GOYAL     | 35561101715 QK DK  |                       |
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| 47 GAURAV GUPTA     | 35761101715 B2 F2 G2   | 4                     |
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| 50 Jigisha Sai      |  | -                     |
| 51 KALPANA BANSAL   | 35861101715 Key  | al                    |
| 52 Kanishka Sharma  | 05514721617 AN   | _                     |
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# Value Added Course on: Work Smarter with MS Powerpoint

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|--------------------------|------------------|-------|-------|-------|-------|-------|--------|-------|-------|------|--------|-------|-------|-------|-------|-------|------|-------|-------|-------|---------|
|                          |                  |       | Date  |       |       |       |        | Date  | Date  | Date | Date   | Date  | Date  | Date  | Date  | Date  | Date | Date  | Date  | Date  | Date    |
| S.NO NAME OF THE STUDENT | Enrolment number | 19.9. | 21.9. | 23.9. | 26.9. | 3.10. | 7.10.  | 10.1  | 12.1  | 14.1 | 17.1   | 24.1  | 31.1  | 2.11. | 7.11. | 9.11. | 11.1 | 14.1  | 23.1  | 28.1  | 30.1    |
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| 1 MONIKA VASHIST         | 40361188815      | m     | M     | M     |       | m     | m      | M     | W.    | N    | m      | A     | M     | W     | M     |       | M    | AN    | AN    | (My)  | (N)     |
| 2 Mukund Aggarwal        | 06314721617      | pul   | Mas   | pink  | Mak   | MAJOK | MUK    | Muk   | Muk   |      | Aur    | Muk   | Muk   | Muk   | Muk   | Muk   | Muk  | Mut   | muk   |       | Mul     |
| 3 NAMAN SHARMA           | 43514701717      | Nº8   | NIA   | N.8   | NS    | N.S   | N.S    | NS    | N-S   | N.8  |        | NS    | N.S   | NA8   | NS    | N.S   | N.S  | NS    | N.S   | N.8   |         |
| 4 NAMIT JAIN             | 40161188815      | pour. | Aloin | plan  | Non   | 1     | Nan    | Non   | Non   | Non  | Nou    | Nom   | Nory  |       | Abry  | Nom   | Non  | Nou   | Nan   | Non   | Non     |
| 5 Nancy Sharma           | 05814721617      | N.S   | N1.8  | N-G   | N.9   | N-S   | NS     |       | N.S   | NS   | NIS    | N.S   | N.S   | NºS   | N·S   | NS    | NS   |       | N-S   | N.S   | NS      |
| 6 PAHUL GUPTA            | 40261188815      | 18    | Pos   | PS    | P.S   | PS    |        | PS    | PS    | PX   | P.S    | P.S.  | PX    | PS    |       | 18    | P.S  | P.S   | PS    | P.8   |         |
| 7 Raghav Gupta           | 35314702417      | a     | (R)   | (B)   | RD.   | R     | B      | R.    | 10    | Ø    | R      | C.    | B.    | Ø     | R     | Ø     | . 0  | R     | C     | C     | R       |
| 8 Rashi Chaturvedi       | 35314702415      | RCI   | RCi   | RCI   | RU    |       | RCi    | RCI   | RCI   | RCI  | KI     | 1201  | ACT   | RCI   | RCI   | 2     | Rei  | RCI   | RCI   | RCI   | PRCI    |
| 9 Ratikam Sharma         | 35414702415      | Rost. | Reit  | 1     | Rorte | Pat   | Rente  | Rat   | Roit  | Reit | Rat    | Pat   | Pat   | Rat   | Rat   | Reit  | Reit | Reiti | Rat   |       | Rarti   |
| 10 RHYTHM MAKHIJA        | 36161101715      | Km    | Rm    | Rm    |       | Rm.   | p.m    | Rom   | Rm    | Rm   | Rm     | Rm    |       | R-m   | Rm    | R-m   | R-22 | R.m   | Rom   | R.m   |         |
| 11 Rishab Kathpalia      | 06214721617      | Rih   | R-15  | Rik   | RIS   | RIS   |        | R16:  | RIS   | BIS. | Ris.   | R.15  | RIS   | RIB   |       | RIB   | RIS  | RIS   | RIS   | R-18  |         |
| 12 RUDRAKSH MAHAJAN      | 06114701717      | Rind  | Kno   | Rud.  | pud   | Ryd   | Rud    | Rud   |       | Ryo  | Rid    | Ruch  | Rud   | Ryci  | Rui   | Rid.  | Ruch | 1     | Rud   | Rug   | Rud     |
| 13 Rupank Sharma         | 03414702415      | R8    | 28    | RS    | 1.    | RS.   | RS     | RS    | R8    | RS   | RS     |       | RS    | RS    | RS    | RS    | RS   | RS    | RS    | RS    | RS      |
| 14 SACHIN SHARMA         | 06214701717      | 5.9   | 1     | 5.8   | 59    | S.S   | S.S.   | S.S   | S.S   | S.S  | S.S    | S.S   | S.S   | S.S   | Sis   | 5.5   | S.S  | S.S   |       | SS    | S. S    |
| 15 SADHNA                | 06314701717      | Ø     | 8     |       | 8     | es    | S      | B     | 8     | 8    | 8      | 8     | 8     | 8     |       | 8     | 8    | 8     | 8     | 8     | 8       |
| 16 Sahil Kholiya         | 03514702415      | sahil |       | Sahil | sahil | Sahil | Sahil  | sahil | Sahil | Sind | sochil | Saral | Sahil | Sabil | Lidet | Sahil | _    | Super | Subal | Saril | Satur   |
| 17 Sahil Sharma          | 03614702415      | 6     | 8     | e     | 8     | B     | 8      | B     | 8     | 8    |        | 8     | 8     | 8     | 8     | 8     | 8    | 8     | 8     |       | 8       |
| 18 Sanchit Thukral       | 03714702415      | Som   | San   | Sour  |       | Som   |        |       | Soin  | Sour | Sau    | san   |       | Sour  | Sam   |       | Sou  | Sam   |       | Sein  | Sour    |
| 19 Sarthak Goswami       | 40514712417      | S.G.  |       |       | S.Gr  | S.Go  | S.Gr   |       | S.G   | S.G  | S.G.   | S.G.  | S.G   | S. G1 |       | 5.61  | S.G  | × 1   | SG    |       | SGL     |
| 20 SARTHAK KUMAR         | 06414701717      | SK    | SIL   | S.K   | _     | S.K   | S.K    | S.K   |       | SIK  | S-K    | S.K   | S.K   |       | SK    | S.K   | SK   | S.K   | SIX   | SK    | Sik     |
| 21 Saryu Bhargava        | 03814702415      | SOID  | Sau   | Seis  | San   |       | Sail.  | Saus  |       | Sort | Sal    | Sais  | Sove  | Soul  | Say   | So12  | Sor  |       | 502   | Son   | Ser     |
| 22 SAURABH GOEL          |                  | 8.8   | Sig   | S.J.  | 5.9   | 5.9   | Sig    | 5.8   | S.S.  |      | 59     | S.g   | Sig   | 59    | S.g.  |       | 5.9  | Sg    | 5-8   | S.g   | Site    |
| 23 SHAURYA PUNDIR        | 06514701717      | K.P   | S.P.  | SP    | S.P   | SP    | SP     |       | SP    | S.P  | SP     | S.P.  | SP    | SP    | SP    | SIP   | SP   | S.P   | 1     | S.P   | SELF    |
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| 27 Shivani Pandey             | $04114702415 \qquad \qquad$   | 5   |
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| 44 Udita Singhal              | 04414712417 UDS 1808 UDS   | 18  |
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| 47 VAIBHAV JAIN               | 36661101715 VAB VAR VAB VAB VAB VAB VAB VAR VAR VAR VAB  |     |
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| 49 VANSH SHARMA               | 04161188815 11/2 V8  |     |
| 50 Vatsal Garg                | 04514712417 28 29 28 28 28 28 28 28 28 28 28 28 28 28 28   | 2   |
| 51 VEDANT BANSAL              | 36761101715 NEW ved ved ved ved ver er ved verved at at at ved ved   | _   |
| 52 VIDUSHI KAPOOR             | 12961101715 WELVELVELVELVELVELVELVELVELVELVELVELVELVE  |     |
| 53 VIPUL ANAND                | 13261101715 FA WA VAVA VA NA NA VA Q W (W W W W W  | 2   |
| 54 VISHAL JINDAL              | 04261188815 M WWWWWWWWWWWWWWWWWWWW   | -   |
| 55 Vishal Kumar               | 04614712417 Vall vite with with with with with vite vite vite vite vite vite vite vite   | K   |
| 56 VISHAL MITTAL              | 13361101715 Any many mark my how when they way you that you the the the the the  | H   |
| 57 VRINDA AGARWAL             | 13461101715 Astra Cherder hide Ander bade Verde Ung dans meder Vara Meach head and and and hide hide hide hide hide hide hide hid  | T   |
| 58 YASH GOEL                  | 35561188815 yar fail fail fail fail fail fail fail fail  | Y.  |
| 59 YASH JINDAL                | 04361188815 Steph Yesh Yesh Yesh Yesh Yesh Yash Yash Vash Yash Yash Yash Yash Yash Yash Yash Y   | J.  |
| 60 YAVI AGGARWAL              | 35661188815 Yavi Yavi Yavi Yavi Yavi Yavi Yavi Yavi  | A   |
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#### MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES



(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP University Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA Tel. Office: 8448186947, 8448186950 www.maims.ac.in

#### Skill Enhancement Certificate Course "WORK SMARTER WITH MS POWERPOINT"

Academic Year: 2017-18 Course Duration: 18st September 2017 – 30th November 2017

**Total Participants: 120 (Two Batches)** 

Mode: Offline

Venue: Lab 1

Time: 2:30 PM-4:00 PM

### 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 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 taken for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft PowerPoint used in business and various professional purposes. The course focused on in-depth coverage and teaching various tabs on the Microsoft PowerPoint document. The details of all the functions and 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.

Multiple batches of students were formed to provide them more attention for each session. 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.

It was a great learning experience for the students as well as for the faculty. Certificates were given only to such students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quizzes. Total 120 students across the country have registered for this course and it is worth mentioning that all have qualified all the above stated parameters.

The List of toppers of the course are

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- 1. Aakash Aggarawal 35114702415
- 2. Aman Garg 35161101715
- 3. Vishal Kumar 04614712417

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.

Director Maharaja Agrasen Institute of Managemet Studies Sector 22, Rohini, Delhi-86



#### Skill Enhancement Certificate Course "Work smarter with MS Powerpoint" September 2017 – November 2017



Director Maharaja Agrasen Institute of Managemet Studies Sector 22. Rohini, Delhi-86

