



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

Skill Enhancement Course on Work Smarter with MS Powerpoint

Sep-Nov 2017

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Director
Maharaja Agrasen Institute
of Management 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

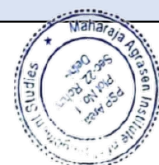
**Courses offered: BBA, B Com(H), BA(H) Economics,
BAJMC, BALLB**

Course Highlights:

- 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**

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Sector-22, Rohini, Delhi-86



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 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


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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 th September 2017	₹1000/-	₹150/-
After 15 th 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		

Director
 Maharaja Agrasen Institute
 of Management Studies
 Sec-22, Rohini, Delhi-86



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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Sec-22, Rohini, Delhi-86



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Value Added Course on: Work Smarter with MS Powerpoint

Batch 1

S.NO	NAME OF THE STUDENT	Enrolment number	Date 18.9. 17	Date 20.9. 17	Date 22.9. 17	Date 25.9. 17	Date 27.9. 17	Date 4.10. 17	Date 6.10. 17	Date 9.10. 17	Date 11.1 0.17	Date 13.1 0.17	Date 16.1 0.17	Date 23.1 1.17	Date 25.1 0.17	Date 27.1 0.17	Date 1.11. 17	Date 3.11. 17	Date 6.11. 17	Date 8.11. 17	Date 17.1 1.17	Date 29.1 1.17
1	A. ASHWIN	00114788815	AS	AS		AS	AS	AS	AS	AS	AS	AS		AS	AS	AS	AS	AS	AS	AS	AS	AS
2	Aakash Aggarawal	35114702415	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	AAKRITI SURI	00114788816	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
4	ABHISHEK AGARWAL	00214788816	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg	Agg
5	ADITI SHARMA	40661188815	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi	Aditi
6	AGRIM JAIN	00314788816	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain	Jain
7	AKARSHIT CHAWLA	40561188815	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK
8	AKHIL GHOSH	00414788816	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
9	Akriti Bhatia	06014721617	P.B	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
10	AKSHAY YADAV	43614701717	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY	AY
11	Akshita Gupta	41014712417	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK	AK
12	AMAN GARG	35161101715	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman	aman
13	AMBER SHARMA	00514788816	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am
14	AMIT SETHI	35261101715	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am	Am
15	ANANYA GUPTA	43414701717	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An
16	ANIRUDDHA BHATTACHARYA	00614788816	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	AB
17	Anirudh Ghose	40914712417	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An
18	Anshdeep Singh Arora	40614712417	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR	AR
19	ANSHIKA GARG	35361101715	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
20	Anuj Goel	05714721617	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An
21	Apoorva Sharma	05414721617	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh
22	ARJUN SINGH	01914701715	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar
23	ARPIT ARORA	02014701715	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar	Ar

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Batch 2

S.NO	NAME OF THE STUDENT	Enrolment number	19.9.17	21.9.17	23.9.17	26.9.17	3.10.17	7.10.17	10.10.17	12.10.17	14.10.17	17.10.17	24.10.17	31.10.17	2.11.17	7.11.17	9.11.17	11.11.17	14.11.17	23.11.17	28.11.17	30.11.17
1	MONIKA VASHIST	40361188815	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
2	Mukund Aggarwal	06314721617	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk	Muk
3	NAMAN SHARMA	43514701717	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S
4	NAMIT JAIN	40161188815	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam	Nam
5	Nancy Sharma	05814721617	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S	N.S
6	PAHUL GUPTA	40261188815	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S	P.S
7	Raghav Gupta	35314702417	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
8	Rashi Chaturvedi	35314702415	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI	RCI
9	Ratikam Sharma	35414702415	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat	Rat
10	RHYTHM MAKHIJA	36161101715	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
11	Rishab Kathpalia	06214721617	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S	R.S
12	RUDRAKSH MAHAJAN	06114701717	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud	Rud
13	Rupank Sharma	03414702415	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS
14	SACHIN SHARMA	06214701717	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S
15	SADHNA	06314701717	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
16	Sahil Kholiya	03514702415	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil	Sahil
17	Sahil Sharma	03614702415	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
18	Sanchit Thukral	03714702415	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San	San
19	Sarthak Goswami	40514712417	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G
20	SARTHAK KUMAR	06414701717	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K	S.K
21	Saryu Bhargava	03814702415	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar	Sar
22	SAURABH GOEL	35361188815	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G	S.G
23	SHAURYA PUNDIR	06514701717	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P	S.P
24	Shitija Garg	35514702415	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit	Shit

Shivam Kapoor	03914702415	SK	SK	SK	SK		SK	SK	SK	SK	SK	SK	SK		SK	SK	SK	SK	SK	SK	SK	SK	SK
26 Shivam Sharma	04014702415	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS
27 Shivani Pandey	04114702415	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)	(P)
28 Shivendra Sajivshant Saxena	40814712417	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS
29 SHRAY BHUSHAN	6614701717	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS	SS
30 SHREY GULATI	06714701717	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)	(G)
31 SHREYA KHANDELWAL	36261101715	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
32 SHREYA MENON	06814701717	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ
33 SHREYANSH JASPAL	06914701717	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes	Jes
34 Shubh Singhal	06514721617	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh
35 SHUBHAM JAIN	36461101715	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ	SJ
36 SHUBHMEET SINGH	07014701717	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S
37 SIDDHANT SABHARWAL	07114701717	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S	S.S
38 SURBHI BHARDWAJ	03861188815	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB	SB
39 Surbhi Saini	04314702415	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh
40 SURINDER SINGH	03961188815	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh	Shubh
41 Tarun Gambhir	04314712417	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK	TK
42 TUSHAR SHARMA	12361101715	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus	Tus
43 UDBHAV MANGAL	04061188815	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um	Um
44 Udit Singh	04414712417	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds	Uds
45 UTKARSH GOYAL	12561101715	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK	UTK
46 VAIBHAV JAIN	12761101715	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ	VJ
47 VAIBHAV JAIN	36661101715	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB	VAB
48 VAIBHAV MEHTA	12861101715	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm
49 VANSH SHARMA	04161188815	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS	VS
50 Vatsal Garg	04514712417	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg	Vg
51 VEDANT BANSAL	36761101715	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved	ved
52 VIDUSHI KAPOOR	12961101715	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK	VK
53 VIPUL ANAND	13261101715	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA	VA
54 VISHAL JINDAL	04261188815	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)	(W)
55 Vishal Kumar	04614712417	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal	vishal
56 VISHAL MITTAL	13361101715	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm	Vm
57 VRINDA AGARWAL	13461101715	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda	Vrinda
58 YASH GOEL	35561188815	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash
59 YASH JINDAL	04361188815	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash	Yash
60 YAVI AGGARWAL	35661188815	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi	Yavi



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: 18th 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


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





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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 Management Studies
Sector 22, Rohini, Delhi-86



Sample Certificate:

**Skill Enhancement Certificate Course “Work smarter with MS Powerpoint”
September 2017 – November 2017**




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

