



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 Power Point

September – November 2018

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Director
Maharaja Agrasen Institute
of Management Studies
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) and BBALLB (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.


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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:** 17th September 2018

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


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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.

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																			
S.No	Name	Enrollment No.	17/9/2018	19/9/2018	21/9/2018	24/9/2018	26/9/2018	28/9/2018	1/10/2018	3/10/2018	5/10/2018	10/10/2018	12/10/2018	14/10/2018	16/10/2018	18/10/2018	20/10/2018	23/10/2018	25/10/2018	27/10/2018	29/10/2018
1	ANVITA JAIN	1434701718	P	P	P	P	P	Ab	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P
2	ARNAV GAUTAM	1534701718	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ARYAM GOYAL	1634701718	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P
4	HARDEK GAMBHIR	2034701718	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P
5	HARSH	2734701718	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab
6	HARSH SHOKEEN	2834701718	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
7	MARSHAL PRATAP SINGHAL	2934701718	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P
8	MARSHOT	3034701718	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
9	MARSHITA	3134701718	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab
10	HRIITIK GOEL	3234701718	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P
11	SARTHAK GAUTAM	3934701718	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
12	SATVIK MITTAL	4034701718	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab
13	SHIKHA BHARTI	4334701718	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab
14	SHIVAM GARG	4234701718	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P
15	SHIVAM KANOJIA	4334701718	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
16	SHREY SHARMA	4434701718	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P
17	SHUBHRA KAMOLA	4534701718	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
18	SIMRAN	4634701718	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	SIMRAN MITTAL	4734701718	P	P	P	P	P	Ab	P	P	P	P	P	Ab	Ab	P	P	P	P	Ab	P
20	SRIJITI	4834701718	Ab	P	P	P	P	P	P	P	P	P	P	Ab	Ab	P	Ab	P	P	P	P
21	SUMAIRA PASHA	4934701718	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P
22	AARAV BANSAL	5034701718	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P
23	ADITYA MEHRA	5034701718	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
24	AKANKSHA SHARMA	5034701718	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
25	AKASH	4034701718	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P
26	AKHIL ANILKUMAR	5034701718	P	P	Ab	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
27	AKHIL BANSAL	5034701718	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Director
Maharaja Agrasen Institute
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28	AKSHANT CHAUDHAN	761101718	P	P	P	P	P	P	P	Ab	P	P	D	P	P	P	P	Ab	P	P	P	P
29	ALKA PATEL	861101718	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P
30	PRAKRITI NAGPAL	886101718	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
31	PRANIAL VARSHNEY	695101718	P	P	P	P	P	P	Ab	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P
32	PRATHAM SINGHAL	706101718	P	P	Ab	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
33	PRUYA ARORA	716101718	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P
34	PRIYA MAHESHWARI	726101718	Ab	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	D
35	KRITIKA ARORA	41414701717	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
36	ASHUTOSH GOEL	41514701717	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab
37	SHIVAM KUMAR	41614701717	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P
38	KESHAV LAKHOTIA	41714701717	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P
39	KOHAN JAIN	41814701717	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
40	ERISHITI KALRA	41914701717	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P
41	BHUVEN GUPTA	42014701717	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P
42	KARTIKESH SODHA	42114701717	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P
43	SANKET RUSTAGI	42214701717	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P
44	RAJAT GALK	42314701717	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
45	KOMAL	42414701717	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P
46	AKHIL GARG	42514701717	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P
47	ARUSHI GUPTA	42614701717	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
48	ERIC DASIL	42714701717	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab
49	SARTHA BHALMIK	42814701717	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P
50	ANKIT DUTTA	861101717	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
51	ANSHUMAN NARANG	961101717	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	ANUPAM SINGH NEHRA	1061101717	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
53	ARYAN RAJ SINGH	1161101717	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
54	ASHISH SEHWAL	1261101717	P	P	P	Ab	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab
55	ASMA NAWAZ	1361101717	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P
56	ATISHAY JAIN	1461101717	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
57	AVIRAL ANEJA	1561101717	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
58	CHARU NANDA	1661101717	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P
59	AYUSH SHARMA	41161101717	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
60	NAMIT JAIN	41261101717	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P



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Value Added Course on: Work Smarter with MS POWERPOINT

			BATCH-2																			
S No	Name	Enrollment No.	17/9/2018	18/9/2018	20/9/2018	22/9/2018	25/9/2018	27/9/2018	28/9/2018	4/10/2018	6/10/2018	9/10/2018	11/10/2018	13/11/2018	15/11/2018	17/11/2018	20/11/2018	22/11/2018	24/11/2018	27/11/2018	29/11/2018	30/11/2018
1	PRIVANSHI	41301101717	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
2	RAHUL SRIARMA	41401101717	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
3	CHETAN GARG	41501101717	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
4	LAKSHAY ARORA	41601101717	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P
5	MUHAMMAD PATHEJA	41701101717	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
6	ADITI BHATIA	41801101717	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P
7	PALAK SONI	41901101717	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
8	KARTIK MITTAL	4214701716	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P
9	KESHAV SABOO	4714701716	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P
10	LATIKA GUPTA	4814701716	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P
11	LAV SINGH CHAUDHAN	4914701716	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
12	LAVESH RAJ	5014701716	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
13	MADHIMA CHAWLA	5114701716	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P
14	MANAN KALSHNIK	5214701716	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
15	MANAN KHURANA	5314701716	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab
16	MANSI KANSAL	5414701716	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	Ab	P	P	P
17	MAYANK BANSAL	5514701716	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	Ab	P	P	P
18	MAYANK DEJA	5614701716	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab
19	MAYANK SINGHAL	5714701716	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P
20	ABHISHEK NATH TIWARI	114788818	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	ACHINT JAIN	214788818	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
22	ANUBHAV GUPTA	414788818	P	P	P	P	P	P	Ab	P	P	Ab	P	P	P	P	P	P	P	P	P	P
23	ANUJ VATS	514788818	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P
24	APARNA	014788818	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
25	AVDHU JAIN	714788818	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P
26	CHETAN KUMAR PAL	814788818	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
27	DEEPAKSHU JAIN	914788818	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P

Director
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Sector-22 Rohini Delhi

28	HIMANSHU SHARMA	41514700018	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab
29	RIYA GARG	41714700018	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P
30	KIRTI JINDAL	41814700018	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P
31	MUSKAN SINGHAL	41914700018	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P
32	KRITI DHAMIA	50114700018	P	P	Ab	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	SIDDHARTH KATHORE	2561188817	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P
34	SIDDHARTH SHARMA	2661188817	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
35	SIDDHARTH TERI	2761188817	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P
36	SINENDER	2861188817	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P
37	SOURAV SHARMA	2961188817	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
38	SUKHMEET SINGH	3061188817	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
39	VARUN SHARMA	3161188817	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P
40	YASH VARDHAN GUPTA	3261188817	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P
41	AANCHAL GOEL	3361188817	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	Ab	P
42	AYUSH GOEL	3461188817	P	P	P	P	P	P	P	P	P	Ab	P	Ab	P	P	P	P	P	P	P
43	BHAVYA JAIN	3561188817	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	Ab	P	P	P	P
44	MAHAK GUPTA	3661188817	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P
45	KARAN SHARDA	1861102418	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P
46	KUSHIKA CHOPRA	1961102418	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P
47	KUSHAGRA SHARMA	2061102418	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
48	MEHAK KHURANA	2161102418	P	P	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P
49	MOHAMMAD AAKIF	2261102418	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
50	MUSKAN BHARDWAJ	2361102418	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P
51	NAMRATA ARORA	2461102418	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
52	NIKHIL P. GAUTAM	2561102418	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P
53	NIITYA DEINGRA	2661102418	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	PAYAL MISHRA	2761102418	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
55	PAYAL NAGWANI	2861102418	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab
56	PRABHAKAR	2961102418	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P
57	PRANJAL KUMAR MISHRA	3061102418	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P
58	JASDEEP SINGH	3161102418	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P
59	KAPISH KAPOOR	3261102418	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
60	KARAN SHARDA	3361102418	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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

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

Skill Enhancement Certificate Course “WORK SMARTER WITH MS POWERPOINT” September 2018 – November 2018

REPORT

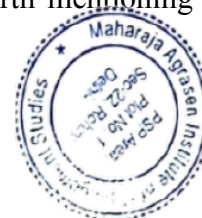
MS PowerPoint is one of the most widely used presentation applications to present all information and business ideas, proposals, and other business communications across the various commercial, business, and domestic activities of human life. Its use in several management functional areas is generally 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.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 15th September 2018. The classes began from 17th September 2018 which ended on 30th November 2018. 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 and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. 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. Sessions were taken by Ms. Rashi Aggarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Neetu Aggarwal and Dr. Deepak Dagar. 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.


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





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Top three positions were occupied by following students:

1. ARNAV GAUTAM 1514701718
2. SATVIK MITTAL 8014701718
3. MAYANK BANSAL 5514701716

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



Sample Certificate:

Skill Enhancement Course on "Work Smarter with Ms Powerpoint"

September 2018 - November 2018




Director
Maharaja Agrasen Institute
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Sector 22, Rohini, Delhi-86

