SYLLABUS OF BASIC POWER POINT PRESENTATION

INTRODUCTION :- This value added course teaches the students, the skills of basic power point presentation. It charters through the various needs and requirements of a new learner into the domain of PPT presentation. This paper covers a range of units starting from basic presentation skills to advance presentation skills.

1. Create and Manage Presentations

Create a Presentation

Insert and Format Slides

Modify Slides, Handouts, and Notes

Change Presentation Options and Views

Configure a Presentation for Print

Configure and Present a Slide Show

2. Insert and Format Text, Shapes, and Images

Insert and Format Text

Insert and Format Shapes and Text Boxes

Insert and Format Images

Order and Group Objects

3. Insert Tables, Charts, Smart Art, and Media

Insert and Format Tables

Insert and Format Charts

Insert and Format Smart Art graphics

Insert and Manage Media

4. Apply Transitions and Animations

Apply Slide Transitions

Animate Slide Content

Set Timing for Transitions and Animations