# PROGRAMME GUIDE

## CERTIFICATE COURSE IN MS POWER POINT

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# CHHOTU RAM ARYA COLLEGE

# SONIPAT-131001

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# CERTIFICATE COURSE IN MS POWER POINT

It's hard to imagine a day going by without people passing along large amount of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft Office PowerPoint can help you do. Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations. This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint that is necessary to create and develop engaging multimedia presentations

Microsoft PowerPoint is software that is used for making presentations. This class teaches how to make a Microsoft PowerPoint Presentation. Microsoft PowerPoint is the most commonly used software for the creation of presentations. Knowing how to make a presentation is very valuable in the communication of ideas. Corporations around the World rely on Microsoft PowerPoint for communicating their ideas and messages to mass audiences. At the core of every international meeting lies a PowerPoint Presentation. This class teaches you how to think in PowerPoint. The ability to communicate your ideas to the World is your greatest asset. We are here to show the tools you have access to for achieving this goal.

**Why learn Microsoft PowerPoint?**

There will be many circumstances throughout your career and personal life when you will have to educate an audience or communicate a message in a formalized manner. PowerPoint is the tool that will allow you to achieve this goal. PowerPoint can be used for communicating ideas of all levels of complexity. It is very commonly utilized by University Professors, Executives and heads of states to make presentations. Whatever your goal may be, knowing PowerPoint will help you achieve your goal.

## 1.1 Programme Objectives

The objectives of the programme are to:

- Develop knowledge and skills about MS Power Point;
- Enable the learners to compete in today's Environment;
- To give basic information about the computer system;
- To Teach basic skills for Microsoft PowerPoint;

## 1.2 Academic Session

The Programme commences from January and July of every year.

Minimum  : **40 Hours**    Maximum: **60 Hours**

After consuming the maximum 6 months, the learner can complete the programme in 2 years. If still the learner is not able to complete the programme, he/she can apply for re-admission by paying pro-rata fee for each incomplete course of Theory and Practical components.

## 1.3 Medium of Instruction: English only

## 2.    PROGRAMME  STRUCTURE

The College follows the credit system for its various programmes. The Certificate Course in MS Power Point programme is a sixty hours programme of 10 credits with 4 credits for theory and 6 credits for practical components. It comprises of 1 theory and 1 practical course as given below:

## 3.    IMPLEMENTATION OF  THE PROGRAMME

Properly planned print material both for the theory and practical components is the main part of Certificate in MS Power Point programme.

**For this programme the following evaluation system is followed: Theory**

For theory course, the evaluation consists of two aspects:

i)        Continuous Evaluation through assignments,

ii)       Term-End Examination.

In the final results all the assignments carry 30 per cent weightage while 70 per cent weightage is given for term-end examination. You need to score 50 per cent marks in assignment separately and 50 percent marks in the term-end examination to pass and be declared successful.

**Practical**

For practical course, the evaluation consists of two aspects:

i)Continuous evaluation through practical file,

ii)      Final practical examination.

In the final result, continuous evaluation through practical file will carry 50 per cent weightage and final practical examination will carry 50 percent weightage. You need to score 50 per cent marks in practical file and practical examination separately to pass and be declared successful.

## 4.    DETAILS OF COURSE STRUCTURE

### 4.1  Theory  Course

**TITLE OF THE COURSE: BASICS OF MS POWER POINT**

| THEORY | |
|---|---|
| Credits | 4 |
| Study Hours | 30 |
| Contact Hours | 16 |

**Objectives**

After completion of this course, the learners should be able to:

- Master the Basic Features of PowerPoint

- Build Effective PowerPoint Presentations

- Enhance PowerPoint Presentations with Graphical Elements

- Leverage Advanced Text Editing Operations with PowerPoint

- Add graphical elements to your presentation.

- Modify objects in your presentation.

- Add tables to your presentation.

- Add charts to your presentation.

- Prepare to Deliver a PowerPoint Presentation

**Course Outline (Theory)**

Lesson 1: Getting Started with PowerPoint
 Topic A: Navigate the PowerPoint Environment
 Topic B: View and Navigate a Presentation
 Topic C: Create and Save a PowerPoint Presentation
 Topic D: Use PowerPoint Help
Lesson 2: Performing Advanced Text Editing Operations
 Topic A: Format Characters
 Topic B: Format Paragraphs
 Topic C: Format Text Boxes
Lesson 3: Adding Graphical Elements to Your Presentation
 Topic A: Insert Images
 Topic B: Insert Shapes
Lesson 4: Adding Tables to Your Presentation
 Topic A: Create a Table
 Topic B: Format a Table
 Topic C: Insert a Table from Other Microsoft Office Applications
Lesson 5: Adding Charts to Your Presentation
 Topic A: Create a Chart
 Topic B: Format a Chart
 Topic C: Insert a Chart from Microsoft Excel

## 4.2 Practical Course

**TITLE OF THE COURSE: BASICS OF MS POWER POINT**

| THEORY | |
|---|---|
| Credits | 6 |
| Study Hours | 45 |
| Contact Hours | 24 |

**Objectives**

After completion of this course the learners should be able to:

- Identify the names and functions of the PowerPoint interface.

- Create, edit, save, and print presentations.

- Format presentations.

- Add a graphic to a presentation.

- Create and manipulate simple slide shows with outlines and notes.

- Create slide presentations that include text, graphics, animation, and transitions.

- Use design layouts and templates for presentations.

# Course O u t l i n e ( Practical)

## Block 1: Practical Manual-I

### Unit 1 : Developing a PowerPoint Presentation
- Adding a new slide
- Saving a presentation
- Opening a Presentation
- To Close a Presentation
- Creating A Presentation using Built- in Templates

### Unit 2 : Using Theme
- To Apply A Theme to selected Slide
- Modify Theme
- Using Background Style
- Powerpoint Views

### Unit 3 : Slide Manipulation
- Adding Slides to A Slide Sorter View
- Deleting Slides
- Copy Slides
- Paste Slides
- Cut Slides

- Move Slides

## Unit 4   Formatting Text
- Aligning Text
- Making Number and Bullet List
- Text Box

## Block 2: Practical Manual-II

### Unit 1   : Working With Pictures and Shapes
- Inserting picture to the slides
- Resizing and moving pictures
- Modify pictures
- Adding ClipArt
- Working with WordArt
- Working with Shapes

### Unit 2   : Working with Charts and Tables
- Inserting Table
- Formatting a Table Style
- Inserting Charts
- Formatting Charts

### Unit 3   : Working with Animations and Sounds
- Inserting Sound from a File
- Inserting In – Built Sound Effect
- Inserting Recorded Sound Effect
- Inserting Movie(or Video Clips)
- Applying Animation Effects
- Applying Transitions

## Block 3: Practical File

**Contact Information:**

**Programme Co-ordinator: Ms. Tamanna**