

To
The Board of Studies,
S.D. Mahila Mahavidyalaya,
Narwana.

Sub: Approval for Master in Power Point Certificate course.

Respected Madam,

We want to start a certified offline course Master in Power Point (30 Hours) in our campus. A Certificate is an education goal for many students who want to improve their visibility among aggressive job applications. Certificates may help to provide students with increased skills and experience. Syllabus of Master in Power Point is attached with this application. Please kindly approve this certified course. We shall be thankful to you for this.

Enclosed: Syllabus of the Certificate Course.

Yours Faithfully

Ms. Renu

Ms. Sujata

Ms. Suman Nehra

Principal
S.D. Mahila Mahavidyalaya
Narwana

Overview on Master in PowerPoint :

1. ***Fundamentals of PowerPoint***: Understanding the interface, navigation, and basic features of PowerPoint such as slides, text boxes, shapes, and images.
2. ***Design Principles***: Learning about design principles like layout, color theory, typography, and visual hierarchy to create visually appealing presentations.
3. ***Slide Layouts and Templates***: Utilizing built-in slide layouts and custom templates to structure presentations effectively and maintain consistency.
4. ***Multimedia Integration***: Incorporating multimedia elements like images, videos, and audio to enhance engagement and convey information effectively.
5. ***Animation and Transition Effects***: Mastering animation and transition effects to add dynamism and flow to presentations without overwhelming the audience.
6. ***Charts and Graphs***: Creating and customizing charts and graphs to visualize data and convey complex information in a clear and understandable manner.
7. ***Master Slides and Slide Masters***: Understanding the concept of master slides and slide masters to apply consistent formatting and branding across multiple slides.
8. ***Interactive Features***: Utilizing interactive features like hyperlinks, action buttons, and navigation tools to create engaging and user-friendly presentations.
9. ***Presentation Delivery Skills***: Developing presentation delivery skills such as public speaking, pacing, and engaging the audience while using PowerPoint as a visual aid.
10. ***Accessibility and Compatibility***: Ensuring presentations are accessible to all audiences by considering factors like readability, color contrast, and compatibility with assistive technologies.
11. ***Collaboration and Sharing***: Exploring collaboration features to work on presentations with others simultaneously and learning various methods for sharing presentations securely.
12. ***Advanced Tips and Tricks***: Delving into advanced techniques and shortcuts to streamline the presentation creation process and troubleshoot common issues effectively.

Ms. Renu
Asst. Prof. of Computer Sc.

Ms. Sujata
Asst. Prof. of Computer Sc.

Ms. Suman Nehra
Asst. Prof. of Computer Sc.

Subject: Approval for "Master in Power Point" by the Board of Studies

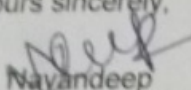
Dear Ms. Renu, Sujata & Suman Nehra

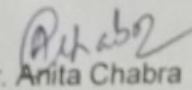
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Master in Power Point" which spans over 30+ hours of instruction.

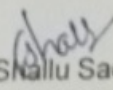
This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

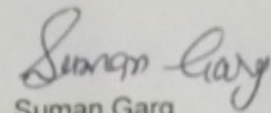
Thank you for your interest and support in our academic endeavors.

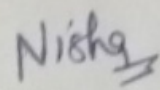
Yours sincerely,

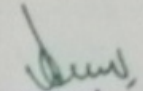

Dr. Navandeep
Assoc. Prof. in Eco.
Convener


Dr. Anita Chabra
Asst. Prof. in Hindi
Member


Dr. Shailu Sachdeva
Asst. Prof. in Hist.
Member


Suman Garg
Asst. Prof. in Eng.
Member


Nisha
Asst. Prof. in Physics
Member


Principal
S.D. Mahila Mahavidyalaya
Narwana

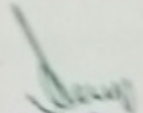


S D MAHILA MAHAVIDYALYA
NARWANA-126116 (JIND) HARYANA

Dated:.....

Notice

सभी छात्रों को सूचित किया जाता है कि 10.03.2022 से महाविद्यालय में Master in Powerpoint पर 30 घंटे का सर्टिफिकेट कोर्स करवाया जाएगा और कोर्स के अंत में 40 अंक की परीक्षा ली जाएगी और छात्रों को प्रमाण पत्र दिए जाएंगे।


Principal
S.D. Mahila Mahavidyalaya
Narwana

Computer Department

Proudly Offers

Add On Certificate Course

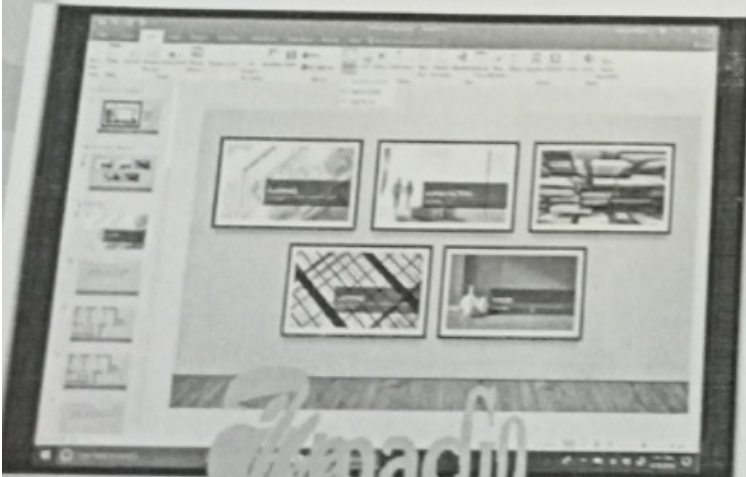
In

Mastering Power Point

STARTING FROM March 2022

Course Objectives:

1. Understanding PowerPoint Basics
2. Slide Creation and Organization.
3. Animation and Transition Effects
4. Data Visualization
5. Presentation Delivery Skills
6. Troubleshooting and Problem-Solving



Suman Nehra
CONVENOR

Ms. Renu Bala
MS. SUJATA GOYAL
Resource Person

DR. ANJANA LOHA
Principal

5.D, Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet

from Session 2021-2022

Total Signature

Sl No.	Name	Roll No.	Attendance																				Total	Signature	
1	ANITA	1211919000001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Tamara
2	ANITA	1211919000002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
3	ANITA	1211919000003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
4	ANITA	1211919000004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
5	ANITA	1211919000005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
6	ANITA	1211919000006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
7	ANITA	1211919000007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
8	ANITA	1211919000008	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
9	ANITA	1211919000009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
10	ANITA	1211919000010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
11	ANITA	1211919000011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
12	ANITA	1211919000012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
13	ANITA	1211919000013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
14	ANITA	1211919000014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
15	ANITA	1211919000015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
16	ANITA	1211919000016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
17	ANITA	1211919000017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
18	ANITA	1211919000018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
19	ANITA	1211919000019	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
20	ANITA	1211919000020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
21	ANITA	1211919000021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
22	ANITA	1211919000022	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
23	ANITA	1211919000023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
24	ANITA	1211919000024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
25	ANITA	1211919000025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
26	ANITA	1211919000026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
27	ANITA	1211919000027	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
28	ANITA	1211919000028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
29	ANITA	1211919000029	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati
30	ANITA	1211919000030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Parvati

S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet

from to

Session.....

No.	Name	Roll No.																						Total	Signature		
1	ASHIKA	1211913002011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Pooja	
2	SHRADDHA	1211913002012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Hardeep
3	SHABITA	1211913002013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Pranshu
4	POOJA	1211913002014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shobha
5	PREETI	1211913002015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Shelvi
6	NAVINA	1211913002016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Katrina
7	NEERU	1211913002017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Yash
8	PREETI	1211913002018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
9	PARVATI	1211913002019	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shelvi
10	PARVATI	1211913002020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pranshu
11	SAADIA	1211913002021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Pranshu
12	PREETI	1211913002022	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Pranshu
13	SHARU	1211913002023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Shelvi
14	SHARU	1211913002024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
15	SHABITA & RASHI	1211913002025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	Pranshu
16	SAHARVA	1211913002026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Pranshu
17	PRINCEYA A	1211913002027	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pranshu
18	PARBHOUT SAHBI	1211913002028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
19	SHREYI	1211913002029	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pranshu
20	SHREYA	1211913002030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
21	PREETI	1211913002031	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
22	PREETI	1211913002032	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Pranshu
23	SHRADDHA	1211913002034	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pranshu
24	SHREYA	1211913002035	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
25	ASHRITA	1211913002036	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
26	SHABITA	1211913002037	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Pranshu
27	SHREYA	1211913002038	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
28	SHREYA	1211913002039	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pranshu
29	SHREYA	1211913002040	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Pranshu
30	SHREYA	1211913002041	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pranshu

S.D. Mahila Mahavidyalya, Narwana

Participant Attendance Sheet :-
 from
 Session.....

Total Signature

Sr No	Name	Roll No.	Attendance Grid																									Total	Signature			
1	PREETI	1211913002063	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Preethi	
2	MUSKAN	1211913002064	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Muskan
3	MAAMTA RANI	1211913002065	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Maamta
4	SEEMA	1211913002066	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Seema
5	NISHA	1211913002067	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Nisha
6	ANJALI	1211913002068	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Anjali
7	NISHA	1211913002069	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Nisha
8	MUSKAN	1211913002071	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Muskan
9	REETU	1211913002072	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Reetu
10	KAJAL	1211913002073	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Kajal
11	MUSKAN DEVI	1211913002075	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Muskan
12	KIRAN	1211913002074	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Kiran
13	RENU	1211913002076	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Renu
14	KAJAL	1211913002077	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Kajal
15	AMANEET KAUR	1211913002079	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Amanjeet
16	MOHINIKA	1211913002081	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Mohini
17	JYOTI	1211913002082	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Jyoti
18	JYOTI	1211913002083	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Jyoti
19	ANJU	1211913002084	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Anju
20	ANUSHKA	1211913002085	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Anushka
21	KAJAL	1211913002086	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Kajal
22	PINKI	1211913002087	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Pinki
23	PRAGATI	1211913002090	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pragati
24	RINKU	1211913002091	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Rinku
25	ANJU	1211913002092	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anju
26	SHIKSHA	1211913002093	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shiksha
27	MAANEET	1211913002094	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Manjeet
28	VANDANA	1211913002095	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Vandana
29	SHEETAL	1211913002096	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Sheetal
30	KALPANA	1211913002097	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Kalpna

3 Explain the concept of hyperlinks in PowerPoint. How can they be used to enhance

S.D. Mahila Mahavidyalaya, Narwana
Participant Attendance Sheet :-

from
Session.....

Total Signature

S.No.	Name	Roll No.																																			
1	RITU RANI	1211913002098	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Ritu	
2	GARIMA	1211913002099	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Garima
3	MANISHA	1211913002100	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Manisha
4	VENU	1211913002101	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Venu
5	RENU	1211913002103	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Renu
6	PRIVANKA	1211913002104	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Privanka
7	RITU	1211913002105	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Ritu
8	RUBBAL	1211913002106	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Rubbhal
9	ASHU	1211913002107	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Ashu
10	NEETU	1211913002108	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Neetu
11	NISHU	1211913002109	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Nishu
12	NEHA	1211913002110	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Neha
13	POOJA	1211913002111	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Pooja
14	PRITI	1211913002112	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Priti
15	ANJU	1211913002113	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anju
16	KAJAL	1211913002114	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kajal
17	KAJAL	1211913002115	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Kajal
18	MANISHA	1211913002116	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Manisha
19	SHUBHAM	1211913002117	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Shubham
20	ANKITA	1211913002118	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Ankita
21	NIKITA	1211913002119	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Nikita
22	SHINU	1211913002120	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Shinu
23	RICHA RANI	1211913002121	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Richa
24	MONIKA	1211913002122	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Monika
25	MANJEET KAUR	1211913002123	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Manjeet
26	BHARTI	1211913002125	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Bharti
27	MANJU	1211913002126	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Manju
28	PRINKA	1211913002127	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Prinka
29	MANISHA DEVI	1211913002128	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Manisha
30	KIRAN	1211913002129	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Kiran

S.D. Mahila Mahavidyalya, Narwana

Participant Attendance Sheet :-

from
Session.....

S. No.	Name	Roll No.	[Grid of 'P' and 'A' marks]																										Total	Signature						
1	SIMRAN	1211913002130	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Simran		
2	ANNU	1211913002131	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Annu	
3	TAMANNA	1211913002133	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Tamanna	
4	SHALLU	1211913002134	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	Shallu	
5	RAMAN	1211913002135	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Raman
6	SAKSHI GOYAL	1211913002136	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Sakshi
7	MANMEET	1211913002137	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Manmeet
8	JYOTI	1211913002139	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Jyoti
9	PARAMJEET	1211913002140	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Paramjeet
10	SOMIA	1211913002141	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Somia
11	NIDHI	1211913002142	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Nidhi
12	TAMANNA	1211913002143	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Tamanna
13	NISHU	1211913002145	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Nishu
14	RAM BHATERI	1211913002146	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Ram Bhateri
15	HASINA	1211913002147	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Hasina
16	JYOTI	1211913002148	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Jyoti
17	NEHA	1211913002149	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Neha
18	JYOTI	1211913002150	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Jyoti
19	KOMAL	1211913002152	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Komal
20	CHANDNI	1211913002154	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Chandni
21	ISHA	1211913002156	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	Isha
22	AARTI	1211913002157	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Aarti
23	KHUSHBOO	1211913002158	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Khushboo
24	NIKKI	1211913002159	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Nikki
25	SAMRITI	1211913002160	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Samrith
26	PINKY	1211913002161	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pinky
27	SAVITA	1211913002162	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Savita
28	ANJU	1211913002163	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Anju
29	RITU MALIK	1211913002164	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Ritu
30	ANSHU	1211913002165	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anshu

S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet

From

Session

Total Signature

Sl. No.	Name	Roll No.																					Total	Signature	
1	SANVI	2019E3000185	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Sanyu	
2	ANNA	2019E3000186	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Ashla
3	SHARDA	2019E3000187	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Sarna
4	ANNA	2019E3000188	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Pooja
5	ANNA	2019E3000189	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Jyoti
6	ANNA	2019E3000190	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shruti
7	ANNA	2019E3000191	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Pooja
8	ANNA	2019E3000192	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Prachi
9	ANNA	2019E3000193	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Prachi
10	ANNA	2019E3000194	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Prachi
11	ANNA	2019E3000195	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Harika
12	ANNA	2019E3000196	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Shweta
13	ANNA	2019E3000197	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Shikha
14	ANNA	2019E3000198	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Renu
15	ANNA	2019E3000199	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Apurva
16	ANNA	2019E3000200	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	Shikha
17	ANNA	2019E3000201	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shikha
18	ANNA	2019E3000202	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kavya
19	ANNA	2019E3000203	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Sanya
20	ANNA	2019E3000204	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Shweta
21	ANNA	2019E3000205	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Prachi
22	ANNA	2019E3000206	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Sadhvi
23	ANNA	2019E3000207	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Suman
24	ANNA	2019E3000208	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anshu
25	ANNA	2019E3000209	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Capin
26	ANNA	2019E3000210	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shikha
27	ANNA	2019E3000211	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shikha
28	ANNA	2019E3000212	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Prachi
29	ANNA	2019E3000213	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Prachi
30	ANNA	2019E3000214	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Anshu
31	ANNA	2019E3000215	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Sau

S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet :-.....

from

Session.....

Total Signature

S.No.	Name	Roll No.	Attendance Grid (20 columns of 'P' marks)																				Total	Signature				
1	MEERA	1211913002204	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Meera
2	MISHU	1211913002205	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Kavayatri
3	KARMEET	1211913002206	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Kavayatri
4	MONIKA	1211913002208	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Muskan
5	MUSKAN	1211913002209	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Muskan
6	PRIYA	1211913002210	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Priya
7	MUSKAN	1211913002213	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Muskan
8	POOJA	1211913002214	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Geeta
9	ANNU	1211913002216	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Annur
10	LUXMI	1211913002217	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Luxmi
11	AARTI	1211913002218	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Aarti
12	KUSUM	1211913002220	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Kusum
13	ANJALI	1211913002221	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Anjali
14	ISHA	1211913002222	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Isha
15	PREETI	1211913002223	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Preeti
16	KUSUM	1211913002224	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Kusum
17	SANKASH	1211913002225	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Sankash
18	AKANKSHA	1211913002226	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Akanksha
19	MAMTA DEVI	1211913002227	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Mamta
20	ASHU	1211913002228	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Ashu
21	NEERUJ	1211913002229	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Neeruj
22	POOJA NAIN	1211913002230	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Pooja
23	JYOTI	1211913002231	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Jyoti
24	POOJA	1211913002232	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Pooja
25	RASHMI	1211913002233	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Rashmi
26	SHEETAL	1211913002234	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	Sheetal
27	RIITKA	1211913002236	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Ritka
28	ARTI DEVI	1211913002237	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Arthvi
29	SIMRAN	1211913002238	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Simran
30	SAVITI	1211913002239	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Saviti



Google

GPS Map Camera
Narwana, Haryana, India
H4V6+H26, Bir Bai Nagar, Narwana, Narwana Rural, Haryana 126116, India
Lat 29.594131°
Long 76.110051°
11/03/22 02:00 PM GMT +05:30

Explain the concept of hyperlinks in PowerPoint. How can they be used to enhance navigation within a presentation or link to external resources? (13 marks)



Narwana, Haryana, India
Unnamed Road, Bir Bal Nagar, Narwana, Narwana Rural, Haryana 126116, India
Lat 29.594221°
Long 76.110331°
11/03/22 02:00 PM GMT +05:30

 **GPS Map Camera**

Google

3. Explain the concept of hyperlinks in PowerPoint. How can they be used to enhance navigation within a presentation or link to external resources? (3 marks)

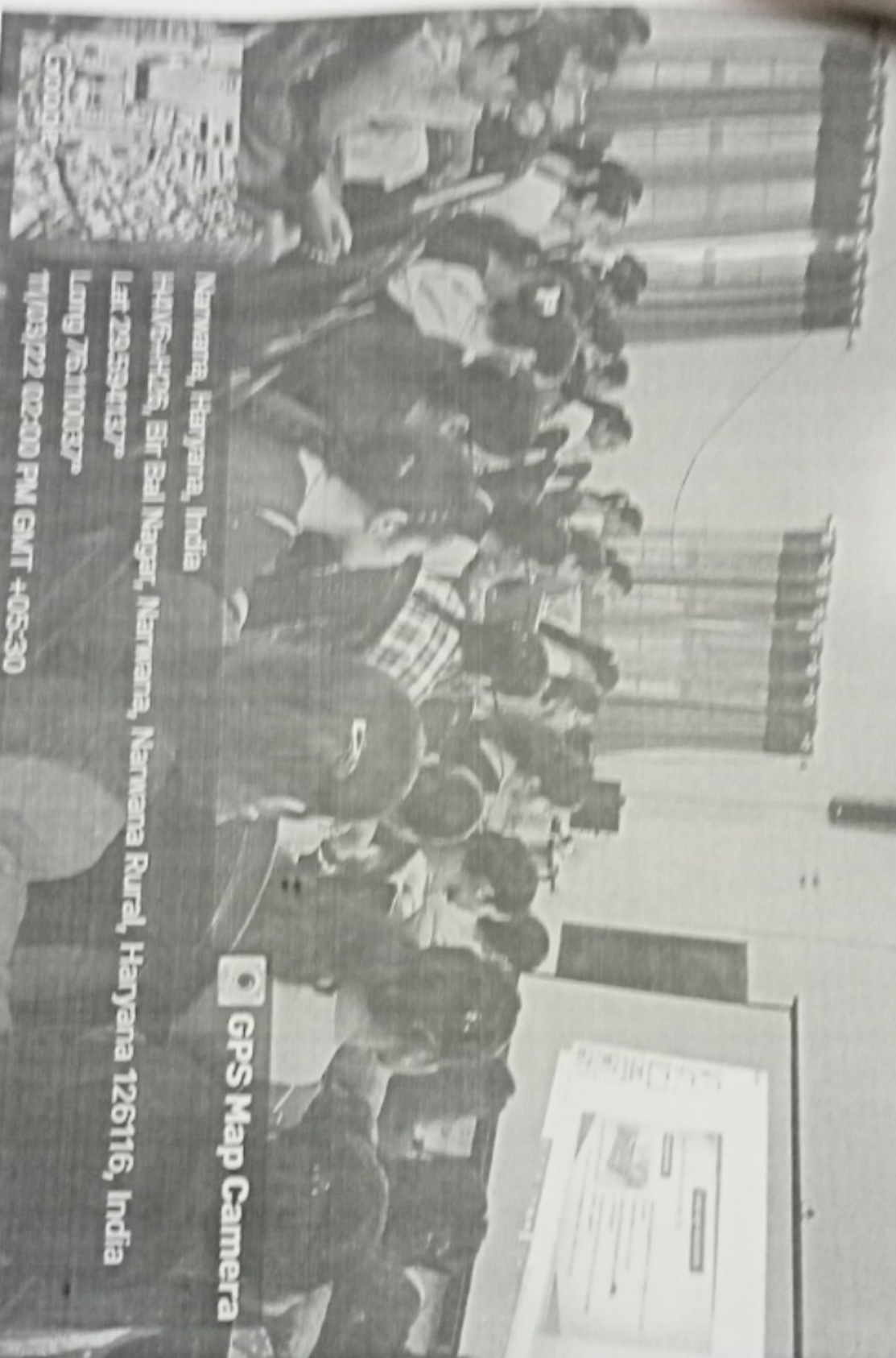


Google

 GPS Map Camera

Narwana, Haryana, India
H4V6+H26, Bir Bal Nagar, Narwana, Narwana Rural, Haryana 126116, India
Lat 29.594188°
Long 76.110038°
11/03/22 02:01 PM GMT +05:30

3 Explain the concept of hyperlinks in PowerPoint. How can they be used to enhance navigation within a presentation or link to external resources? (3 marks)



Narnwana, Haryana, India
H41V5-4H205, Bif Bai Nagar, Narnwana, Narnwana Rural, Haryana 126116, India
Lat 29.5594137°
Long 76.110037°
11/03/22 02:00 PM GMT +05:30

 GPS Map Camera

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©2022 The copyright of this photo is PowerPoint. How can they be used to enhance
your presentation or link to external resources? (3 marks)

Question Paper: Mastering PowerPoint

Total Marks: 40

Duration: 1 Hour

Section A: Basic Concepts (10 Marks)

1. Define PowerPoint and explain its significance in presentations. (3 marks)
2. What is the purpose of slide layouts in PowerPoint? Provide examples of at least two different slide layouts. (4 marks)
3. Briefly describe the use of the Slide Master in PowerPoint. How can it be beneficial for creating consistent presentations? (3 marks)

Section B: Slide Design and Formatting (15 Marks)

1. Discuss the importance of using visuals in PowerPoint presentations. Provide guidelines for effective use of images and graphics. (5 marks)
2. Explain the concept of slide transitions in PowerPoint. Give examples of at least three different slide transition effects and when each might be appropriate. (5 marks)
3. How can animation enhance a PowerPoint presentation? Provide examples of different animation effects and when they should be used. (5 marks)

Section C: Advanced Features (15 Marks)

1. Describe the process of adding and customizing charts in PowerPoint. Provide step-by-step instructions for creating a bar chart representing sales data for a fictional company. (7 marks)
2. Discuss the use of multimedia elements such as audio and video in PowerPoint presentations. Explain how to insert and format these elements effectively. (5 marks)
3. Explain the concept of hyperlinks in PowerPoint. How can they be used to enhance navigation within a presentation or link to external resources? (3 marks)

S.D. MAHILA MAHAVIDYALYA, NARWANNA

Roll No. 20172001218/20..... Class..... Sec. Subject.....

Microsoft Powerpoint

Date.....

Signature.....

Section A

Q-1
Ans- Microsoft Powerpoint is presentation software, that is used to create on screen slide shows, overhead projector slides, audience handouts and speaker notes.

A presentation is collection of slides arranged in sequence manner that entertains, motivates, convey, persuade or give information.
Microsoft Power Point is one of the most popular presentation software.

Significance:-

Power Point makes the presentation simple by providing the user with built-in professional design elements called "AutoLayouts" and presentation templates.

Slides:-

Slides are individual "pages" of a presentation, slides can have titles, text, graphs, shapes. Slides, drawn out and visual created using other applications.

Handouts:-

You have the option of providing handouts for your a A handout consists of smaller, printed version of the slides. There can be two, three or six slides per page.

Speaker notes:-

The speaker notes are pages containing explanations for one or more slides of the presentation.

Outline:-

As you are working on a presentation, you have the option of working with your presentation in outline form.

Overhead Transparencies:-

You can create a presentation that uses overhead transparencies by printing your slides as black-and-white or color transparencies.

Ques:-

Applying Animation Effects:-

The ability to move objects like text, pictures, charts etc in all directions of the slide is called Animation. Animation on the slides is an effective

to draw the audience's attention to specific content. Animation is also helpful to make the slide easier to read and understand.

Applying Default Animation Effects:

Steps to apply a default animation effects a

Select the text or object on the slide you want to animate.

Select the Animations Tab. Click the Animate drop-down menu in the Animations Group to see the Animation Options for the selection as shown in figures 4.12.

Over each option to see a live preview of the animation on the slide.

Applying Custom Animation Effects:

Steps are:

1. Select the text or object on the slide you wish to animate.

2. Click Custom Animation in the Animation Group on the Animation tab. The Custom Animation task pane will appear on the right as shown in fig. 4.17

3. Click on Add Effect button. A pop-up menu appears with 4 options.

4. Click select the desired type of effect you want. A sub-menu appears. select any option from it.

5. Select the desired setting for start field Direction field and speed from under Modify section.

6. Click on Play button to preview your slide.

Que 3
Ques 3 Slide and Slide Layouts Barrier

Q (a) About the Slides
Slides contain

holders that are enclosed by dotted border placeholders contain text, pictures, etc.

some placeholders have 'thumb nail' size icons that represent specific components, such as intent, picture, intent chart and forms.

About Slide layouts

Amongst your slide content layouts, contain different try before you buy depending on what you want to include in your presentation.

To change the layout of an existing slide

1) Select the slide you wish to change

2) Click the layout thumbnail in the slide group on the Home tab. 2) menu appears the layout will change.

2. Click on desired layout. The 1st slide change in the presentation.

3. Adding a New Slide's

any no. of slides you want to add a new slide.

1. open an existing presentation.

2. click on the drop-down arrow in the slide tab on the Home Tab.

3. A menu will appear with the slide layout options.

4. click on the desired layout.

5. Powerpoint will add a new blank slide with the selected layout in the end.

the Power Point window

Saving X Presentation | Click on Save

When on the Quick Office and Save

on click on Button and Select save opt
The office save as dialog box appear

Type the name of Presentation in
the File name Text box

Click on save button

opening X Presentation.

Click on the office Button
Click on open option or click

Select the file you want to
open

Click on open Button

Q To close a Presentation once you are finished with a Presentation you can

A click off the Button

A click close

A If you try to close a Presentation and you have not saved the latest editing in the file

A If you want that you should hit saved before you click at Yes button otherwise hit the No button.

A Select the Cancel button

A Cancelling the slide command

S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No: 20119130002536

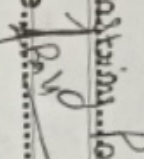
Class

S.A

Sec

Subject: Marketing PowerPoint

Date:

Signature: 

Section A

Q:- Microsoft Powerpoint is a presentation software. that is used to create on screen

slide show, overhead projector slide, audience handouts and speaker notes.

A presentation is a collection of slide showing a sequence manner that entertain, motivate, convey, persuade or give information. Microsoft powerpoint is one of the most popular presentation software.

★ Significance:- Powerpoint makes the presentation simple by providing the user with built-in professional design element called Autolayouts and presentation templates.

★ Slide:- Slide are individual "pages" of a presentation. on slide can have title, text, graphs

11/11/11

Speers, clipart, draw out and visual create
other application

* Handout:- You have the option of providing out for your audience. It holds consists of smaller, printed version of the slide.

* Speakers notes:- The speakers notes are pages contain exⁿ for one or more slides of the presentation.

* Outline:- As you are working on a presentation, you have the option of working with your presentation in outline form.

* Overhead Transparencies:- You can create a present that uses overhead transparencies by printing your slides as black-and-white color.

Applying Animation Effect: The ability to move object like text, picture etc in all direction of the slide is called animation. Animation is also helpful to draw the audience's attention to specific context. Animation is also helpful to make the slide easier to read and understand.

* Applying Default Animation Effects:

Step to apply a default animation effect a

1. Select the text or object on the slide you want to animate.
2. Select the animation Tab. Click the animate drop-down menu in the animation group to see the animation option for the Selection.

3. Hover each option to see a live preview of the animation on the slide. Find a click on desired option.

* Applying custom animation effect:

Steps are:

1. Select the text or object on the slide you wish to animate.
2. Click Custom animation in the Animation pane on the Animation tab. The custom animation pane will appear on right.
3. Click on Add effect button. A Pop-up menu appears with four options. Entrance, emphasis and motion path.

Select the desired type of effect you want. It
Submenu appears. Select any option from it to
apply the desired effect.

Select the desired setting for Start field
Position and Speed field and modify
action.

Click on play button to preview your slide.

Q3:-

Slide and slide layout basics.

Q) about slides:-

Slide contain placeholders that are
enclosed by dotted borders. Placeholders
contain text, picture, table etc. Some
placeholders have thumbnail-sized icons.

that represent specific commands such as insert picture, insert clipart. Have over each icon to see the type of information you can insert.

(6) About slide layouts.

A slide layout arranges your slide content. Layouts contain different types of placeholders that you can use depending on what information you want to be included in your picture presentation. Each layout has a descriptive name, but the image of the layout shows you how the placeholders are arranged on the slide.

* To change the layout of an existing slide steps are:

Select the slide you wish to change.
Click the layout command in the slide group on the Home Tab. A menu appears.

Click on the desired layout. The slide will change in the presentation.

Adding a New Slide:

Open a existing presentation.
Click on the drop-down arrow next to the New Slide button in the slide group on Home Tab.

A menu appears with the slide layout option.

Click on the desired layout.

Power point will add a new blank slide,

**Result Of Certificate Course
Master In Power Point
Session 2021-22 M.M -40**

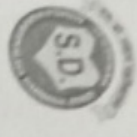
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2	1211913002002	ANNU	34
3	1211913002003	ANSHU	36
4	1211913002004	SONIA	37
5	1211913002005	SARITA	39
6	1211913002006	SONIA	29
7	1211913002007	BHARTI MATHUR	28
8	1211913002008	SUMAN DEVI	33
9	1211913002009	ANJALI	32
10	1211913002010	UJJAWAL	32
11	1211913002011	ANJU	30
12	1211913002012	SUMAN DEVI	40
13	1211913002013	MAMTA	39
14	1211913002014	MUKESH	34
15	1211913002016	JYOTI	34
16	1211913002017	MUSKAN	35
17	1211913002018	ANJALI	36
18	1211913002019	PRIYANKA	39
19	1211913002020	RANJALI	38
20	1211913002021	RITESH	38
21	1211913002022	SWATI VERMA	36
22	1211913002023	SONI	33
23	1211913002024	SAVITA	32
24	1211913002025	PROMILA	32
25	1211913002026	SHASHI	29
26	1211913002027	ISHA	30
27	1211913002028	KHUSHI	31
28	1211913002029	PRITI	32
29	1211913002030	RITU RANI	36
30	1211913002031	POOJA	39
31	1211913002032	MUSKAN	36
32	1211913002033	MAMTA	38
33	1211913002035	JYOTI	37
34	1211913002036	RAVINA	37
35	1211913002037	NISHU	36
36	1211913002038	PREETI	35
37	1211913002039	PARVEEN	29
38	1211913002040	PARVEENA	33
39	1211913002041	MADHU	34
40	1211913002042	PREETI	36
41	1211913002043	SANJU	37
42	1211913002044	SALONI DEVI	39
43	1211913002045	MAMTA RANI	29
44	1211913002046	MAMTA	28

1211913002047	PRIYANKA	33
1211913002048	PARBHJOT SAINI	32
1211913002049	BHARTI	32
1211913002050	NISHA	30
1211913002051	PREETI	40
1211913002053	REETU	39
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1211913002081	MONIKA	38
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1211913002084	ANNU	32
1211913002085	ANUSHKA	32
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117	1211913002117	SHUBHAM	37
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130	1211913002130	ANNU	39
131	1211913002131	TAMANNA	34
132	1211913002132	SHALLU	34
133	1211913002133	RAMAN	35
134	1211913002134	SAKSHI GOYAL	36
135	1211913002135	MANMEET	39
136	1211913002136	JYOTI	38
137	1211913002137	PARAMJEET	38
138	1211913002138	SONIA	36
139	1211913002139	NIDHI	33
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157	1211913002157	SANJU RANI	31
158	1211913002158	RITIKA	34
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160	1211913002175	JYOTI	30
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169	1211913002185	GAYATRI	36
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183	1211913002201	ASHIKA	32
184	1211913002202	ANCHAL	33
185	1211913002203	SAWATI	36
	1211913002204	MEERA	37

Present	185
Absent	0
Total	185



S.D. MAHILA MAHAVIDYALYA

NARWANNA (JIND)

(Affiliated to Ch. Ranbir Singh University, Jind)



Certificate of Participation

This is to certify that Ms. **AARTI** of **B.A 1st Sem** Roll No. **1211913002157** has satisfactorily completed her project work in **Master of Power Point** for the session **21-2022**. She performed excellent in her project work in the subject of **Master of Power Point**

Aarti

Convener

[Signature]

Principal

:



S.D. MAHILA MAHAVIDYALYA
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(Affiliated to Ch. Ranbir Singh University, Jind)



Certificate of Participation

This is to certify that Ms. **AARTI** of B.A 1st Sem Roll No. **1211913002218** has satisfactorily completed her project work in **Master of Power Point** for the session **21-2022**. She performed excellent in her project work in the subject of **Master of Power Point**

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Convener

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Sharma

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Certificate of Participation

This is to certify that **Ms. AARTI** of **BA 1st Sem Roll No. 1211913002277** has satisfactorily completed her project work in **Master of Power Point** for the session **21-2022**. She performed excellent in her project work in the subject of **Master of Power Point**.

:

Aarti

Convenor

[Signature]

Principal



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NARWANA (JIND)
(Affiliated to Ch. Ranbir Singh University, Jind)



Certificate of Participation

This is to certify that Ms. **AASTHA** of B.A 1st Sem Roll No. **1211913002322** has satisfactorily completed her project work in **Master of Power Point** for the session **21-2022**. She performed excellent in her project work in the subject of **Master of Power Point**

Convener

Principal