

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

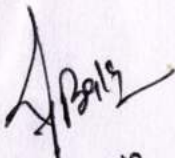
Sub: Approval for Master in Power Point Certificate course.

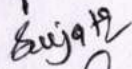
Respected Madam,

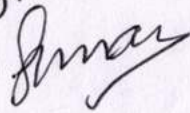
We want to start a certified offline course Master in Power Point (30 Hours) in our campus. A Certificate is an education goal for many students who want to improve their visibility among aggressive job applications. Certificates may help to provide students with increased skills and experience. Syllabus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

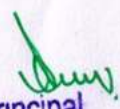

Enclosed: Syllabus of the Certificate Course.

Yours Faithfully

Ms.Renu 


Ms. Sujata 

Ms.Suman Nehra 


Principal
S.D. Mahila Mahavidyalya
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.


Principal
S.D. Mahila Mahavidyalaya
Narwana

.....
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

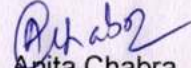
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Master in Power Point" which spans over 30+ hours of instruction.

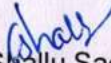
This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

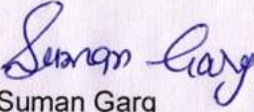
Thank you for your interest and support in our academic endeavors.

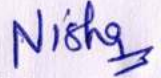
Yours sincerely,


Dr. Nayandeep
Assoc. Prof. in Eco.
Convener


Dr. Anita Chabra
Asst. Prof. in Hindi
Member


Dr. Shalu 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


Ph. No. 01684-240161



S D MAHILA MAHAVIDYALYA
NARWANA-126116 (JIND) HARYANA

Dated:- 04.03.2022

Notice

सभी छात्राओं 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 छात्राओं को प्रमाण पत्र दिए जाएंगे।

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Principal
S.D. Mahila Mahavidyalaya
Narwana

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S.D MAHILA MAHAVIDYALAYA NARWANA



Computer Department

Proudly Offers

Add On Certificate Course

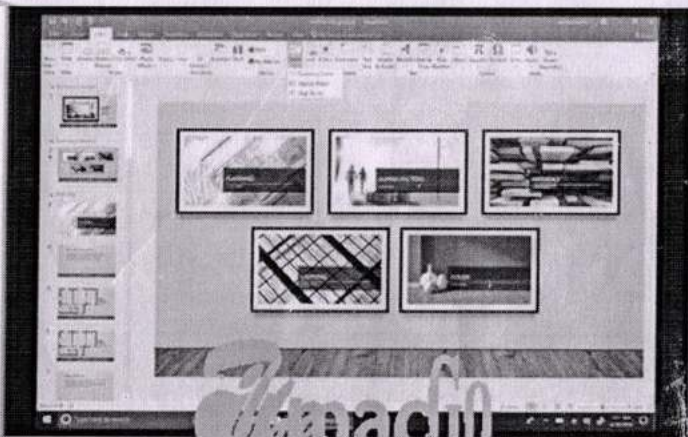
In

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


Principal
S.D. Mahila Mahavidyalaya
Narwana
DR. ANJANA LOHA
Principal



 **GPS Map Camera**

Narwana, Haryana, India

H4V6+H26, Bir Bal Nagar, Narwana, Narwana Rural, Haryana 126116, India

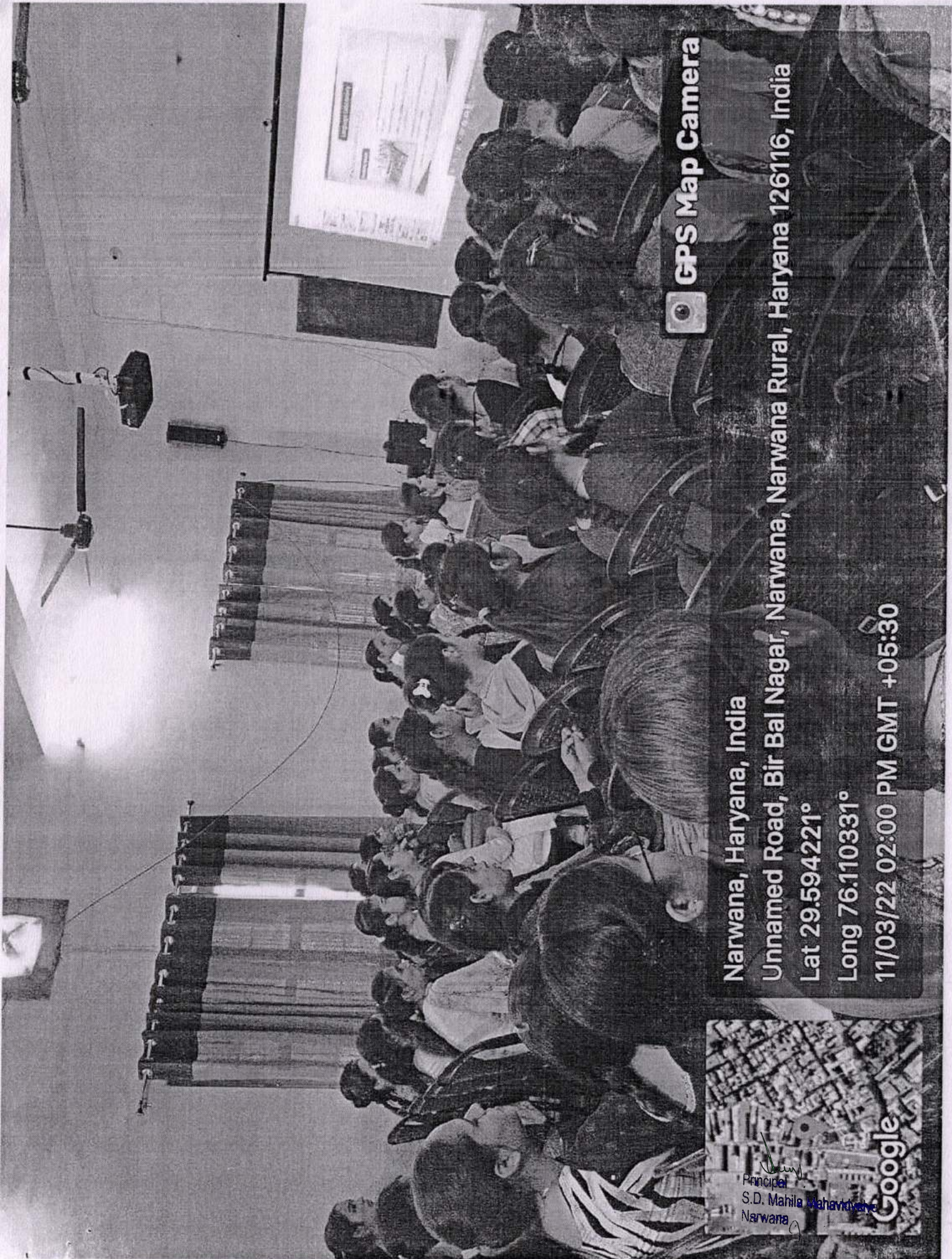
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Long 76.110051°

11/03/22 02:00 PM GMT +05:30

Principal
S.D. Mahesh Mahavdya
Narwana



 **GPS Map Camera**

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



S.D. Mahila
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S.D. Mahila Mahavidyalaya
Narwana



 **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

S.D. Mahila
Principal
S.D. Mahila Mahavidyalaya
Narwana

Google



 **GPS Map Camera**

Narwana, Haryana, India

H4V6+H26, Bir Bal Nagar, Narwana, Narwana Rural, Haryana 126116, India

Lat 29.594137°

Long 76.110037°

11/03/22 02:00 PM GMT +05:30

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Narwana



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)


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S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. 121193892020 Class B.A. Sec. Subject

Date Signature

SS
GO

Section A

Que-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, motivate, 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 presentation templates.

Slides:-

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

way 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

1. Select the text or object on the slide you want to animate.
2. 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.
3. 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,

Some placeholders have thumbnail icons that represent specific commands, such as Insert, Picture, Insert Chart and Insert

(b) About Slide layouts

~~A Slide layout arranges the content of a slide that you can select by clicking on which information you want to include in your presentation.~~

To change the layout of an existing table

Select the Slide you wish to change

Click the Layouts command in the Slide Group on the Home tab.

of the Rows PRINT window

A Saving A Presentation →
button on the office Action Toolbar
on click office Button and click
on office Button and Select save optn
The save at dialog box appear

A Type the name of Presentation in
the File name ~~Text~~ box

A Click on save button

A opening A Presentation.

A Click on the office Button
A Select open option on click

A Select the file you want to
open

A click on open Button

S.D. MAHILA MAHAVIDYALYA, NARWANA

Roll No. 1211113002 Class B.A. Sec. Subject. Marketing Powerpoint.

Date..... Signature.....

37
40

Section A

Ques.

Ans:- 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 arranged in 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

Que 2:-

★ Applying Animation Effect:- The ability to move object like text, picture, chart etc in all direction of the slide is called "animation". Animation on the slide is an effective way 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 Animation drop-down menu in the Animation Group to see the animation options for the Selection.

4. Select the desired type of effect you want of Sub menu appear. Select any option from it to apply the desired effect.

5. Select the desired setting for Start field. Direction field and Speed field under modify section.

6. Click on play button to preview your slide.

Que 3:-

Slide and Slide layout Basics:-

About Slide:-

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


1. Select the slide you wish to change
2. Click the layout Command in the slide Group on the Home Tab. A menu appears.
3. Click on the desired layout. the slide will change in the presentation.

* Adding a New Slide:

1. open a existing presentation.
2. Click on the drop down arrow next to the New Slide button in the slide group on Home Tab.
3. A menu appear with the slide layout option.
4. Click on the desired layout.
5. Power point will add a new blank slide.

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

Sr.No	Roll Number	Name	Marks
1	1211913002001	TAMANA DEVI	33
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


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45	1211913002047	PRIYANKA	33
46	1211913002048	PARBHJOT SAINI	32
47	1211913002049	BHARTI	32
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55	1211913002058	MONIKA	39
56	1211913002059	DEEPIKA	38
57	1211913002061	RASHMI	32
58	1211913002063	PREETI	34
59	1211913002064	MUSKAN	36
60	1211913002065	MAMTA RANI	37
61	1211913002066	SEEMA	29
62	1211913002067	NISHA	28
63	1211913002068	ANJALI	27
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69	1211913002074	KIRAN	32
70	1211913002075	MUSKAN DEVI	33
71	1211913002076	RENU	36
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77	1211913002082	JYOTI	36
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91	1211913002098	RITU RANI	36
92	1211913002099	GARIMA	35
94	1211913002101	VENU	29
95	1211913002103	RENU	32
96	1211913002104	PRIYANKA	34
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100	1211913002107	ASHU	29
101	1211913002108	NEETU	28


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103	1211913002110	NEHA	25
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122	1211913002128	MANISHA DEVI	32
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134	1211913002141	SONIA	36
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154	1211913002166	SANJU RANI	31
155	1211913002170	RITIKA	34
156	1211913002173	SEEMA RANI	40
157	1211913002174	POOJA	34

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158	1211913002175	JYOTI	30
160	1211913002176	SWATI	31
161	1211913002177	ANUPRIYA	32
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163	1211913002179	PINKI	39
164	1211913002181	MAMTA	36
165	1211913002182	SHRIJAL	38
166	1211913002183	SAKSHI	37
167	1211913002184	RENU	37
168	1211913002185	GAYATRI	36
169	1211913002186	SUNEHA	35
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172	1211913002191	SANJANA	34
173	1211913002192	MONIKA	36
174	1211913002193	POOJA	37
175	1211913002194	SAKSHI	29
176	1211913002195	SUMAN	28
177	1211913002196	ANSHUL	27
178	1211913002197	COFFEE	25
179	1211913002198	CHAHAT	29
180	1211913002199	SHEETAL	29
181	1211913002200	KAJAL	30
182	1211913002201	ASHIKA	32
183	1211913002202	ANCHAL	33
184	1211913002203	SAWATI	36
185	1211913002204	MEERA	37

Present	185
Absent	0
Total	185


 Principal
 S.D. Mahila Mahavidyalaya
 Narwana

S.D. MAHILA MAHAVIDYALYA



NARWANA (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

Devi

Principal

Devi
Principal
S.D. Mahila Mahavidyalaya
Narwana

S.D. MAHILA MAHAVIDYALYA



NARWANA (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. **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**

Aarti

Convener

Devi

Principal

Devi
Principal
S.D. Mahila Mahavidyalaya
Narwana

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. **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**

Convener

Principal

Principal
S.D. Mahila Mahavidyalaya
Narwana

S.D. MAHILA MAHAVIDYALYA



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

Principal
S.D. Mahila Mahavidyalaya
Narwana