

**(Western Region)**

 **Practical Workshop on**

**“Unleashing the Potential of**

 **Advanced PowerPoint"**

**Saturday, 24th June, 2023 | 09:00am to 05:30pm Venue: The President Hotel, Prabhat Road, Pune**

 **Course Content & Tentative Programme**

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| **Time** |  **Contents** |
| 09.00 am – 9.30 am | **Registration**  |
| 09.30 am – 09.45 am | **Welcome Remark by ACMA WR****Introduction about Programme** |
| 09.45 am -10.15 am | **Breakfast & Tea / Coffee Break** |
| 10.15 am - 01.00 pm |  **Getting Started with PowerPoint** * Introduction to PowerPoint
* Starting PowerPoint and Exploring the PowerPoint Environment / Toolbars, Menu, Auto Correct Feature, Hand Outs and Security Features

 **Creating Presentations** * Creating Presentations Manually
* Inserting Text in Presentations, Adding Slides and Saving Presentations
* Creating Presentations Using Templates and Auto Content Wizard

 **Modifying Presentations** * Modifying, Adding New Slides, Rearranging, Copying and Deleting Slides to an Existing Presentation
* Modifying Text, Selecting Text, Adding and Deleting Text, Copying and Moving Text, Finding and Replacing Text, Importing Text from Microsoft Word.
* Formatting Text.

 **Using Proofing Tools** * Overview of Proofing Tools
* Using Spelling-Checker Options, Auto-Correct and Auto Format
* Checking for Style Consistency

 **Creating and Inserting Charts and Tables** * Creating and Modifying Charts, Excel Charts, Table and World Table
* Inserting Objects from Other Applications
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| 01.00 pm - 02.00 pm  **Lunch Break** |
| 02.00 pm - 03.30 pm | **Working with Smartart** * Converting Text to Smart Art
* Formatting & Modifying Smart-Art Diagrams

 **Inserting Multimedia Elements*** Inserting Multimedia Elements such as Motion Clips, Sound Clips and Pictures

 **Inserting and Modifying Objects** * Introduction to Objects
* Displaying Guides and the Grid
* Drawing and Modifying Objects
* Inserting and Modifying AutoShapes, Text Boxes, Diagrams, WordArt, Clip Art
* Inserting and Modifying Organization Charts Multimedia Elements
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| 03.30 pm - 03.10 pm **Tea/Coffee Break** |
| * 1. pm – 05.15 pm
 |  **Formatting Presentations** * Introduction to Formatting Presentations
* Using Advanced Text-Formatting Features
* Aligning Text & Modifying Slide Layouts
* Applying Design Templates & Customizing Design Templates and Slide Backgrounds
* Working with Slide Masters & Modifying Multiple Slide Masters, Placeholders, Headers and Footers

  **Reviewing and Delivering Presentations** * Preparing Presentations for Delivery
* Using Comments, Tracking Changes, Comparing and Merging Presentations
* Applying Password Protection to Presentations
* Inserting Hyperlinks & Action Buttons in Slides
* Rehearsing Slide Show Timing & Running Slide Shows

 **Customizing and Animating Presentations** * Introduction to Customizing and Animating Presentations
* Inserting Slides from Other Presentations, Expanding Slides, Creating Summary Slides, Creating Speaker Notes & Applying Transition Effects
* Applying Animation Schemes & Custom Animation Effects
* Creating Custom Slide Shows

 **Office 365 Features** * Morph Design
* Design Ideas
* Zoom, Summary Zoom & Slide
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| 5.15 pm – 5.30 pm | * **Concluding Remarks & Feed back**
* **Programme Ends**
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