

**(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 |
| 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 |
| 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 |
| 5.15 pm – 5.30 pm | * **Concluding Remarks & Feed back** * **Programme Ends** |