



Information Booklet

Course Name:

Ms PowerPoint

Course Code: B5



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Ms PowerPoint

1. Introduction:

This course is designed to impart basic level IT knowledge to the common people. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for preparation of Business presentations.

2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

3. Duration:

45 Hours. Three Hours each day

- Theory 10 hours
- Practical 35 hours

4. Course Details:

Type of course	Basic IT Course
Syllabus	<p>1. Introduction to Microsoft Office 2007:- What is Microsoft Office., Starting Above Software, New Features of Microsoft Office 2007, Working with Various Constituents of Microsoft Office 2007, Using the Mouse, Common Keyboard Commands</p> <p>2. Introduction to Microsoft PowerPoint 2007:- Introduction Starting PowerPoint, Creating Presentation from Template Creating a New Presentation, Saving Presentations, PowerPoint Views .</p> <p>3. Working on Slides in Microsoft PowerPoint 2007:- Entering the Text, Moving the Text, Changing the Colour, Adding Graphics to a Slide, Reordering Slides, Duplicating Slides, Deleting Slides, Adding an Animated Cartoon to a Slide, Adding Slide Transitions, Adding Text Transitions, Viewing a Presentation</p> <p>4. Working on Slide Show in Microsoft PowerPoint 2007:- Making Slide Shows, Hiding a Slide, Notes, Handouts and Masters for Presentation, Packing Presentations to Go, Inserting a New Slide, Replacing Text.</p> <p>5. Working with Charts in Microsoft PowerPoint 2007:- Introduction, Available Chart Types, Column Charts, Line Charts Pie Charts, Bar Charts, Area Charts, XY (Scatter) Charts, Stock Charts, Surface Charts, Doughnut Charts, Bubble Charts, Radar Charts.</p> <p>6. Working with Organization Charts and Tables:- Introduction, Create an Organization Chart, Add a Shape to Your Organization Chart, Change the Hanging Layout of Your Organization Chart, Change the Colors of Your Organization Chart, Apply a SmartArt Style to Your Organization Chart,</p>

Add a Table, Copy a Table from Office Excel 2007 or Office Word 2007, Draw a Table, Insert a Table from Office Excel 2007, Apply or Change a Table Style.

7. Deliver and Distribute Presentations:- Copy a Presentation to a CD, Network, or Local Disk Drive, Install and Run PowerPoint Viewer, Share and Reuse PowerPoint 2007 Slide Content, File Formats that are Supported in PowerPoint 2007

8. Keyboard Shortcuts of PowerPoint 2007:- Keyboard shortcuts for PowerPoint 2007

9. What's New in PowerPoint 2007:-Introduction, Customize the Quick Access Toolbar, Enable support for Other File Formats, such as PDF and XPS, Introduction to New File Name Extensions and Office XML Formats, Create and Deliver Dynamic Presentations, XML for the Uninitiated.

10. Questions

11. Project Work

5. Fee:

Rs. 1,000 (exclusive of Service Tax)