



# ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University  
Electronics City Post, Bengaluru - 560 100 || [www.sfscollege.in](http://www.sfscollege.in)

## REPORT ON ICT ACTIVITY: 2018– 19

### PRESENTATIONS THROUGH POWER POINT

**Date:** 24<sup>th</sup> August, 2018

**Venue:** Computer LAB and Gallery

**Conducted By:** BCA

**Attended By:** UG students – B.Sc. & B.Com

**Organised By:** Cyber Sprits

In the light of instilling ICT tools for teachers and students in teaching and learning process, St Francis de Sales College takes various initiatives in the form of workshops, training sessions, seminars so on and so for. Recently, the Department of Computer Science has conducted a programme entitled *Presentations through Power Point* which aimed at “to inculcate students to use ICT tools for academic and research presentation purpose”.

The trainer in the introductory session had shared his vast and updated knowledge in PowerPoint. He added that “PowerPoint is the powerful and ubiquitous presentation program from Microsoft. It gives you the facility to create stunning presentations that incorporate video and PowerPoint animations. The image editing capabilities that PowerPoint offer get better and better with every new version.

The speaker of the day threw light on **How to Customize a Premium PPT Template.** He insisted on **Choose Slides for Your Presentation using Premium PowerPoint PPT templates** often include hundreds of handcrafted slides. For you, it's best to select only a handful to build a slide deck. In PowerPoint, find Slide Sorter on the View tab. In Slide Sorter view, click and drag on the slide thumbnails to reorder them. Hold down Shift, click, and press Delete to remove unwanted slides. Jump back and start working by

clicking Normal on the View tab. He highlighted on Add Your Own Text the PowerPoint basics include text and images. Adding custom text is one of the easiest and most common edits to make. Pre-built layouts include text boxes already arranged on the slide. To add your own words, highlight the contents of any text box. Then, simply start typing. Repeat throughout the presentation. Add Images, The easiest way is to turn to premium templates with image placeholders. Identify them by finding the image icons on a given slide. Change Object Colors , Changing theme colors is a fast way to adjust the visual look of your slides. For example, change object colors to add a bit of contrast. To get started, click on a chart section to select it. On the Format tab, click on the Shape Fill dropdown. Customize Fonts

Highlight a block of text, then go up to the Font section of the Home tab. You'll see dropdowns to change the font style, size, and color. After that, add quick effects like bold letters, italics, and more".

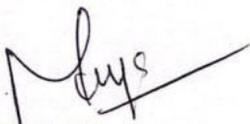
Furthermore, the trainer explained "the **Tips and Tricks for a Successful PowerPoint Presentation** :Have a Clear Objective, Illustrate Concepts with Info graphics, Use Subtle Animations and Transitions, Be Interactive to Engage the Audience, Close Strong for an Enduring Message.

At the end of the session the resource person highlighted the key points of **Power Point** Identify the names and functions of the PowerPoint interface. Create, edit, save, and print presentations. Add a graphic to a presentation. Create and manipulate simple slide shows with outlines and notes. Create slide presentations that include text, graphics, animation, and transitions. Use design layouts and templates for presentations. Create a PowerPoint presentation.

Students were interested to create PPT. The Cyber spirit is an umbrella for BCA department, which not only perform representation tasks, but also cater for student welfare.

The college has more interesting activities in the ensuing year from the folds of Cyber Spirits to upgrade students' research knowledge.

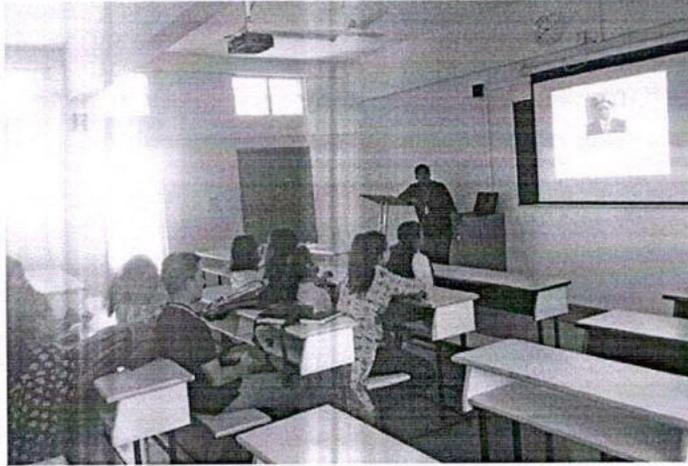
The session was highly fruitful and informative for students and faculty members. The college consistently encourages all the students and faculty to upgrade themselves in ICT tools.



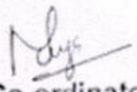
Co-ordinator  
Internal Quality Assessment Cell  
Francis de Sales College  
Electronics City Post, Bangalore - 560 100.



PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100.



Students are keenly observing the demo session during *Presentations through Power Point* session held on 24<sup>th</sup> August, 2018

  
Co-ordinator  
Internal Quality Assurance Cell (IQAC)  
St Francis de Sales College  
Electronics City Post, Bangalore - 560 100

  
PRINCIPAL  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100

