



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Report of Skill Development programme

Title	Preparation of ppts
Date of Event(s)	29-01-2021
Department / Association	Desalites skill development cell in association with KANIKA AND IC CLUB
Venue	-
Number of Participants	100
Target Audience	100

Resource Person(s) with qualification	Ms. Swathi S M. Sc
Books (if published)	-

Place of visit/ details of Industrial visit place (if applicable):	-
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Report on Preparation of PPTs

Date: Time: 1 PM

Organised By:

REPORT OF THE EVENT:

PPT is a file extension for a presentation file format used by Microsoft PowerPoint, the popular presentation software commonly used for office and educational slide shows. All text images, sound and video used in the presentation are contained in the PPT file. PPT files can be viewed by PowerPoint, PowerPoint Viewer or the Open Office software suite.

Electronics City P.O., Bengaluru - 560 100

Tel: 080-27836065 / 27834611, Fax: 080-27832299, Email: sfscollege.ecity@gmail.com | sfscollege@rediffmail.com

www.sfscollege.in



PowerPoint is best used when students are expected to retain complex graphics, animation, and figures. For alphanumeric information (e.g., text and numbers) PowerPoint as well as traditional presentations can be used. If students are expected to retain information and/or concepts that are best conveyed through dialog or verbal explanation, **traditional presentations** appear to be best. This type of information should not be shared verbally in the presence of PowerPoint, because people tend to focus on that what is presented on the slides as opposed to what is verbalized. If students are expected to retain simple graphs and alphanumeric information that is verbalized and displayed visually, either presentation style is acceptable. Overall, this study explains the “intelligent use” of PowerPoint – when to use or not use. **Educational technologies are most effective when used properly**

On this thought, a session conducted on ‘how to make PPTs’ for the I B.Sc. students of SFS College on 29th of January 2020 at 1 PM. Ms. Swathi S was the resource person for the event. With a rich and diverse experience in computer applications, Ms. Swathi has been conducting workshops for students.

The session began with a small introduction on fundamentals of PPT. It was followed by an interaction with the students where the facilitator discussed about the steps involved in making a PPT. Then she went on to explain in detail about making PPTs and its importance in education.

She explained the following important points.

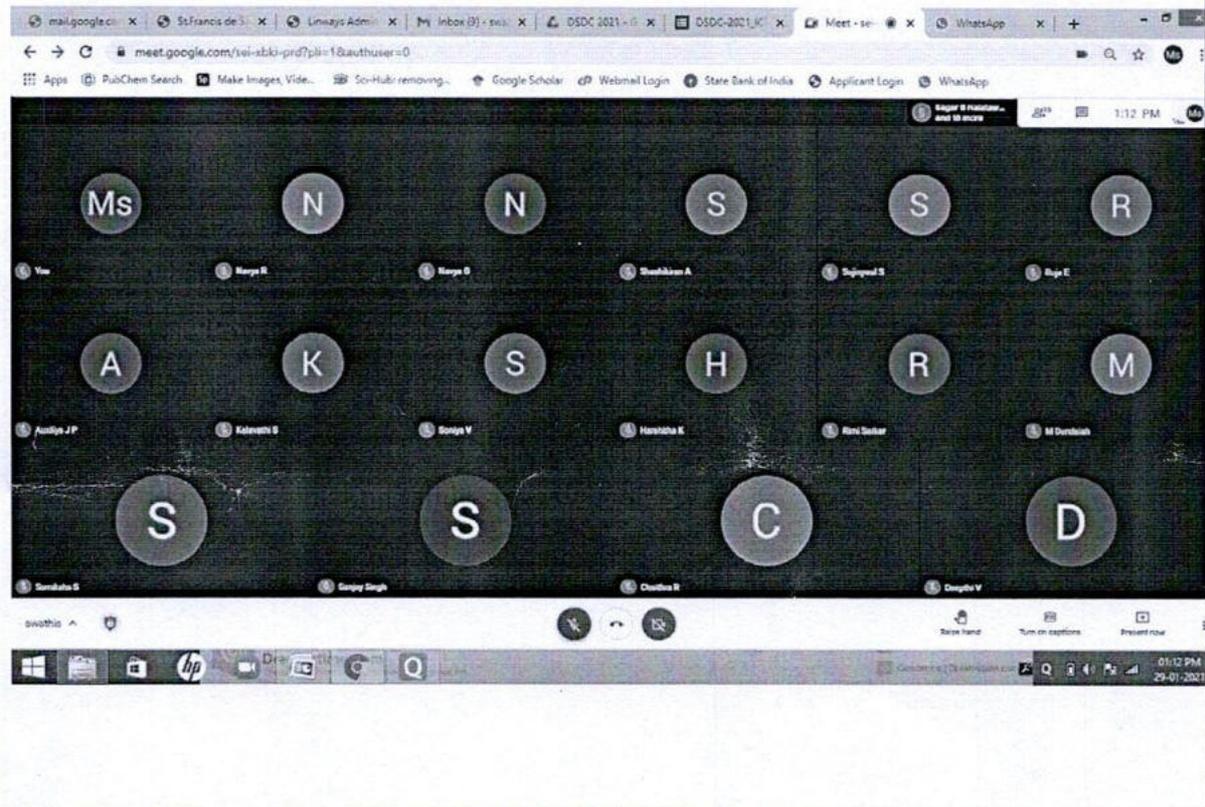
1. Start a blank presentation
2. Type text into your title slide
3. Insert more slides
4. Add content to slides
5. Change the design
6. Add animations & transitions (optional)
7. Save your PowerPoint presentation
8. Print your presentation

Additionally, she also explained some tips and tricks along to make a good PowerPoint


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presentation, including how to:

1. Change the slide order
2. Reset your layout
3. Change the slide dimensions
4. Use PowerPoint Designer
5. Format text
6. Format objects
7. Play a presentation (slide show)



Sl. No.	Time	Start	End	Name	Roll No.	Module	Topic	Mark	Pass	Remarks	Comments
1	13:00:00	13:00:00	13:00:00	Madhavi B B	19CPC001	Presentation program	Project presentation by	Books and handouts	Very Neat	Books and other educational activities	
2	13:00:00	13:00:00	13:00:00	Manoj Kumar B	19CPC002	Database program	Project presentation by	Books and handouts	Not so Neat	Completing various assignments	
3	13:00:00	13:00:00	13:00:00	Jayashree N	19CPC003	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
4	13:00:00	13:00:00	13:00:00	Jayashree R	19CPC004	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
5	13:00:00	13:00:00	13:00:00	T. N. Lakshmi	19CPC005	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
6	13:00:00	13:00:00	13:00:00	Devi P	19CPC006	Presentation program	All of the Above	All of the Above	Extremely Neat	Asking a lot of questions to the teacher	
7	13:00:00	13:00:00	13:00:00	Amrutha K	19CPC007	Presentation program	All of the Above	Books and handouts	Very Neat	Asking a lot of questions to the teacher	
8	13:00:00	13:00:00	13:00:00	Shruthi S	19CPC008	Presentation program	Project presentation by	Books and handouts	Very Neat	Completing various assignments	
9	13:00:00	13:00:00	13:00:00	Rini Baner	19CPC009	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
10	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC010	Presentation program	All of the Above	Books and handouts	Some what Neat	Asking a lot of questions to the teacher	
11	13:00:00	13:00:00	13:00:00	Deepthi V	19CPC011	Presentation program	Project presentation by	Books and handouts	Very Neat	Asking a lot of questions to the teacher	
12	13:00:00	13:00:00	13:00:00	Jyoti P P	19CPC012	Presentation program	Project presentation by	Books and handouts	Very Neat	Completing various assignments	
13	13:00:00	13:00:00	13:00:00	Sushrutha S	19CPC013	Presentation program	All of the Above	All of the Above	Extremely Neat	Completing various assignments	
14	13:00:00	13:00:00	13:00:00	Pooja E	19CPC014	Presentation program	All of the Above	All of the Above	Very Neat	Asking a lot of questions to the teacher	
15	13:00:00	13:00:00	13:00:00	Shruthi S	19CPC015	Presentation program	All of the Above	All of the Above	Very Neat	Books and other educational activities	
16	13:00:00	13:00:00	13:00:00	Sujatha S	19CPC016	Presentation program	All of the Above	All of the Above	Extremely Neat	Asking a lot of questions to the teacher	
17	13:00:00	13:00:00	13:00:00	Aruna Raju	19CPC017	Presentation program	Project presentation by	Books and handouts	Extremely Neat	Completing various assignments	
18	13:00:00	13:00:00	13:00:00	Shruthi A	19CPC018	Presentation program	All of the Above	All of the Above	Extremely Neat	Books and other educational activities	
19	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC019	Presentation program	All of the Above	Books and handouts	Very Neat	Books and other educational activities	
20	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC020	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
21	13:00:00	13:00:00	13:00:00	Pooja S	19CPC021	Presentation program	Project presentation by	All of the Above	Very Neat	Asking a lot of questions to the teacher	
22	13:00:00	13:00:00	13:00:00	Jyoti S	19CPC022	Presentation program	All of the Above	All of the Above	Extremely Neat	Books and other educational activities	
23	13:00:00	13:00:00	13:00:00	Shruthi S	19CPC023	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
24	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC024	Presentation program	Project presentation by	Books and handouts	Very Neat	Asking a lot of questions to the teacher	
25	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC025	Database program	Comparison of	Books and handouts	Very Neat	Completing various assignments	
26	13:00:00	13:00:00	13:00:00	Jyoti S	19CPC026	Presentation program	All of the Above	All of the Above	Extremely Neat	Asking a lot of questions to the teacher	
27	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC027	Presentation program	All of the Above	Books and handouts	Very Neat	Completing various assignments	
28	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC028	Presentation program	All of the Above	All of the Above	Very Neat	Books and other educational activities	
29	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC029	Presentation program	Project presentation by	Books and handouts	Very Neat	Completing various assignments	
30	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC030	Presentation program	All of the Above	All of the Above	Very Neat	Books and other educational activities	
31	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC031	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
32	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC032	Database program	All of the Above	Books and handouts	Very Neat	Asking a lot of questions to the teacher	
33	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC033	Presentation program	All of the Above	All of the Above	Very Neat	Completing various assignments	
34	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC034	Presentation program	All of the Above	All of the Above	Very Neat	Books and other educational activities	
35	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC035	Presentation program	Project presentation by	Books and handouts	Some what Neat	Books and other educational activities	
36	13:00:00	13:00:00	13:00:00	Madhavi B	19CPC036	Presentation program	Project presentation by	Books and handouts	Very Neat	Books and other educational activities	


 Co-ordinator
 Internal Quality Assessment Cell
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 Electronics City Post, Bangalore - 560 100.


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