AHM's

ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Value Added Course

On

Microsoft Powerpoint

Under the

Department of Computer

Academic Year -2022-23

Course Coordinator

Prof. Umesh Mestha

Lecturer & Head of the Department

Department of Computer Science

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Date: 10-05-2023

From
Prof. Umesh Mestha
Head of the Department
Department of Computer Science
Anjuman Arts, Science and Commerce College
Bhatkal

To
The Principal
Anjuman Arts, Science and Commerce College
Bhatkal

Sub: Request to grant the permission to start the add-on course on Microsoft PowerPoint for the academic year 2022-23

Respected Sir,
We would like to start the add-on course on "Microsoft Powerpoint" for the students Please permit us to start the Microsoft Powerpoint course for the academic year 2022-23.

Thanking You

HOD
Department of Computer Science

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Meeting Report of Institutional Board of Studies for Add-on Course on Microsoft PowerPoint held on : 15-06-2023

The Institutional Board of Studies of the Department of Computer Science for an add-on course on introduction to Power Point held on :15-06-2023 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**
   Principal, Chairman
2. **Prof. S.A. Indikar**
   IQAC Coordinator
3. **Prof. Umesh Mestha**
   Course Coordinator
4. **Prof. Damodar Naik**

In the beginning of the meeting the Chairman of BoS:Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the Microsoft PowerPoint course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BoS discussed and resolved the following points:

1. **Starting of the add-on course on the introduction to** Microsoft PowerPoint
   BoS discussed the point and resolved to start a course on Microsoft PowerPoint inorder to improve the basic knowledge of Microsoft PowerPoint
   Approval of the syllabus for add-on course
   The BoS discussed and approved the syllabus for the addon course on Microsoft PowerPoint
2. **Approval of admission criteria.**
   The BoS discussed and approved the admission criteria and resolved that the students who did not know Microsoft PowerPoint can enroll in this course.

   The meeting of the BoS was concluded with the vote of thanks by the prof. Umesh Mestha, HOD and Lecturer in Computer Science

The following members were present in the meeting:

1. Prof. Mushtaque K Shaikh
2. Prof. S.A. Indikar
3. Prof. Umesh Mestha
4. Prof. Damodar Naik

Principal

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Department of Computer Science

NOTICE

Date:21-06-2023

All the students are hereby informed that, the Department of Computer Science starts the addon course on "Microsoft PowerPoint" for the students who do not know PowerPoint from the date 08-07-2023. Interested students can enroll their names on or before: 01-07-2023 in the Department of Computer Science.

HoD

Department of Computer Science

Principal

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Department of Computer Science

Microsoft Powerpoint Add-on Course – 2022-23

Selection List

S.No.	Name	Class	Signature
1	Deepak Somayya Gond	B.A. IV Sem	
2	Sahla Siddibapa	B.A. IV Sem	
3	Inzimam Mirjekar	B.A. IV Sem	
4	Amruta Shaniyar Naik	B.A. IV Sem	
5	Ateeque	B.A. IV Sem	
6	Samiksha Ganesh Tadiyar	B.A. IV Sem	
7	Ambika Annappa Gond	B.A. IV Sem	
8	Shrinivas Nagappa Gond	B.A. IV Sem	
9	Venkatesh M Shetty	B.A. IV Sem	
10	Deeksha Narayan Naik	B.A. IV Sem	
11	Sudeep Nagaraj Achari	B.A. IV Sem	
12	Lata Ganapati Devadiga	B.A. IV Sem	
13	Hasan Rifaya Saheb	B.A. IV Sem	
14	Lavanya Madev Naik	B.A. IV Sem	
15	Revanth Madev Naik	B.A. IV Sem	
16	Lokanath Mohan Naik	B.A. IV Sem	
17	Mayoora R Shetty	B.A. IV Sem	
18	Simran N.	B.A. IV Sem	
19	Nagaraj Manjunath Gond	B.A. IV Sem	
20	Poornima Balindra Naik	B.A. IV Sem	
21	Megha Nagappa Naik	B.A. IV Sem	

Course coordinator

Principal

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Department of Computer Science

Add-on course on Microsoft PowerPoint

Time Table for the academic year 2022-23

Days	Timings	Room No.
30	02:30 to 03:30	U.G. Computer Lab

Course Coordinator

Principal

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VALUE ADDED COURSE SYLLABUS

Microsoft Office Specialist: PowerPoint

1. Manage Presentations

1.1. Modify slide masters, handout masters, and note masters

1.1.1. Change the slide master theme or background

1.1.2. Modify slide master content

1.1.3. Create slide layouts

1.1.4. Modify slide layouts

1.1.5. Modify the handout master

1.1.6. Modify the notes master

1.2. Change presentation options and views

1.2.1. Change slide size

1.2.2. Display presentations in different views

1.2.3. Set basic file properties

1.3. Configure print settings for presentations

1.3.1. Print all or part of a presentation

1.3.2. Print notes pages

1.3.3. Print handouts

1.3.4. Print in color, grayscale, or black and white

1.4. Configure and present slide shows

1.4.1. Create custom slide shows

1.4.2. Configure slide show options

1.4.3. Rehearse slide show timing

1.4.4. Set up slide show recording options

1.4.5. Present slide shows by using Presenter View

1.5. Prepare presentations for collaboration

1.5.1. Mark presentations as final

1.5.2. Protect presentations by using passwords

1.5.3. Inspect presentations for issues

1.5.4. Add and manage comments

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1.5.5. Preserve presentation content

1.5.6. Export presentations to other formats

2. Manage Slides

2.1. Insert Slides

2.1.1. Import Word document outlines

2.1.2. Insert slides from another presentation

2.1.3. Insert slides and select slide layouts

2.1.4. Insert Summary Zoom slides

2.1.5. Duplicate slides

2.2. Modify slides

2.2.1. Hide and unhide slides

2.2.2. Modify individual slide backgrounds

2.2.3. Insert slide headers, footers, and page numbers

2.3. Order and group slides

2.3.1. Create sections

2.3.2. Modify slide order

2.3.3. Rename sections

3. Insert and Format Text, Shapes, and Images

3.1. Format text

3.1.1. Apply formatting and styles to text

3.1.2. Format text in multiple columns

3.1.3. Create bulleted and

3.1.4. numbered lists

3.2. Insert links

3.2.1. Insert hyperlinks

3.2.2. Insert Section Zoom links and Slide Zoom links

3.3. Insert and format images

3.3.1.1. Resize and crop images

3.3.1.2. Apply built-in styles and effects to images

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3,3.1.3. Insert screenshots and screen clippings

3.4. Insert and format graphic elements

3.4.1. Insert and change shapes

3.4.2. Draw by using digital ink

3.4.3. Add text to shapes and text boxes

3.4.4. Resize shapes and text boxes

3.4.5. Format shapes and text boxes

3.4.6. Apply built-in styles to shapes and text boxes

3.4.7. Add alt text to graphic elements for accessibility

3.5. Order and group objects on slides

3.5.1. Order shapes, images, and text boxes

3.5.2. Align shapes, images, and text boxes

3.5.3. Group shapes and images

3.5.4. Display alignment tools

4. Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1. Insert and format tables

4.1.1. Create and insert tables

4.1.2. Insert and delete table rows and columns

4.1.3. Apply built-in table styles

4.2. Insert and modify charts

4.2.1. Create and insert charts

4.2.2. Modify charts

4.3. Insert and format SmartArt graphics

4.3.1. Insert SmartArt graphics

4.3.2. Convert lists to SmartArt graphics

4.3.3. Add and modify SmartArt graphic content

4.4. Insert and modify 3D models

4.4.1. Insert 3D models

4.4.2. Modify 3D models

4.5. Insert and manage media

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4.5.1. Insert audio and video clips

4.5.2. Create and insert screen recordings

4.5.3. Configure media playback options

5. Apply Transitions and Animations

5.1. Apply and configure slide transitions

5.1.1. Apply basic and 3D slide transitions

5.1.2. Configure transition effects

5.2. Animate slide content

5.2.1. Animate text and graphic elements

5.2.2. Animate 3D models

5.2.3. Configure animation effects

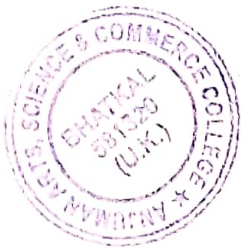
5.2.4. Configure animation paths

5.2.5. Reorder animations on a slide

5.3. Set timing for transitions

5.3.1. Set transition effect duration

5.3.2. Configure transition start and finish options



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ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, BHATKAL

Value Added Course On Microsoft PowerPoint

Held on : 08-07-2023 to 12-08-2023

Sl. No.	Name of Students		8/7	9/7	10/7	11/7	12/7	13/7	15/7	16/7	17/7	18/7	19/7	20/7	22/7	23/7	24/7	25/7	26/7	27/7	30/7	31/7	1/8	2/8	3/8	5/8	6/8	7/8	9/8	10/8	12/8
1	Deepak Somayya Gond	B.A. IV Sem																													
2	Sahla Siddibapa	B.A. IV Sem																													
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Add on Course : M.S.PowerPoint

Question Paper

Time : 30minutes **marks: 20**

1. In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

a. Blueprints

b. Placeholders

c. Templates

d. Design Plates

2. The Handout Master consists of placeholders for all of these except the:

a. title

b. slide number

c. header

d. footer

3. Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

a. Animations

b. Chart Wizard

c. Transition Wizard

d. AutoContent Wizard

4. The File that consists of readymade styles that we can easily use for our presentation is known as:

a. Pre formatting

b. Template

c. Wizard

d. AutoStyle

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5. What is the max Zoom percentage in MS PowerPoint?

a. 400%

b. 300%

c. 200%

d. 100%

6. A PowerPoint design template is stored in any file with _____ extensions.

a. .pot

b. .ptt

c. .dtp

d. .ppt

7. Which of these options in PowerPoint would allow us to carry any set of slides from a given computer to another one?

a. Web and Go

b. Pack and Go

c. Save and Go

d. Save As

8. Which of these is a type of sound file?

a. DAT files

b. LOG files

c. DRV files

d. WAV files

9. In the current presentation, if we want to insert a new slide, we can choose which of these?

a. Ctrl + F

b. Ctrl + O

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c. Ctrl + M

d. Ctrl + N

10. Which of these terms do we use when an image in a clip art changes the direction that it was originally facing?

a. Mirror

b. Rotate

c. Flip

d. Group

11. Which of these refers to the PowerPoint view used for displaying only the text (title and bullets)?

a. Slide sorter show

b. Slide view

c. Outline view

d. Notes page view

12. Which toolbar provides various options in different master views?

a. Standard toolbar

b. Formatting toolbar

c. Drawing toolbar

d. Common tasks toolbar

13. We can find any and every command on the:

a. Menu bar

b. Standard toolbar

c. Formatting toolbar

d. Drawing toolbar

14. Which of these features should one use when we want to type in the text box for notes?

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a. Insert

b. Slide shows

c. Zoom

d. Slide master

15. Which of these is the page setup orientation by default of the slides in PowerPoint?

a. Landscape

b. Portrait

c. Vertical

d. None of the above

16. From which of these menus can we access a Text Box, Picture, Chart etc.?

a. View

b. Insert

c. Edit

d. File

17. Which of these font effects is NOT available in the PowerPoint Font dialogue box?

a. Shadow

b. Underline

c. Strikethrough

d. Emboss

18. Which of these sections does a slide layout NOT have?

a. Lists

b. Animations

c. Titles

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.d. Charts

19. What do we use if we want to add texts in a given slide?

a. Comment Box

b. Text Layer

c. Note Box

d. Text Box

20. Which types of templates provides all the users with a design concept, colour scheme, and fonts for presentation?

a. Content

b. Format

c. Normal

d. Design

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Department of Computer Science

M.S. PowerPoint Add-on Course - 2022-23

Marks List

S.No.	Name	Class	Marks Obtained
1	Deepak Somayya Gond	B.A. IV Sem	A
2	Sahla Siddibapa	B.A. IV Sem	A
3	Inzimam Mirjekar	B.A. IV Sem	A
4	Amruta Shaniyar Naik	B.A. IV Sem	B
5	Ateeque	B.A. IV Sem	B
6	Samiksha Ganesh Tadiyar	B.A. IV Sem	A
7	Ambika Annappa Gond	B.A. IV Sem	A
8	Shrinivas Nagappa Gond	B.A. IV Sem	B
9	Venkatesh M Shetty	B.A. IV Sem	A
10	Deeksha Narayan Naik	B.A. IV Sem	B
11	Sudeep Nagaraj Achari	B.A. IV Sem	A
12	Lata Ganapati Devadiga	B.A. IV Sem	B
13	Hasan Rifaya Saheb	B.A. IV Sem	A
14	Lavanya Madev Naik	B.A. IV Sem	B
15	Revanth Madev Naik	B.A. IV Sem	C
16	Lokanath Mohan Naik	B.A. IV Sem	C
17	Mayoora R Shetty	B.A. IV Sem	A
18	Simran N.	B.A. IV Sem	A
19	Nagaraj Manjunath Gond	B.A. IV Sem	A
20	Poornima Balindra Naik	B.A. IV Sem	A
21	Megha Nagappa Naik	B.A. IV Sem	B

Course coordinator

Principal

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that Mr/~~Miss~~ Deepak. Somayya. Gond.

with register No. UORJK21A0016 *has successfully completed Value Added Course on M.S. Power Point course during* 08-07-2023 to 12-08-2023 *and secured* A *grade.*

ANJUMAN ARTS SCIENCE & COMMERCE COLLEGE * BHATKAL 581320 (U.K)

Prof. Umesh Mestha
Dept. of Computer Science

Prof. S.A. Indikar
IQAC Co-Ordinator

Prof. Mushtaque K. Shaikh
Principal

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE

Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

Accredited at 'B' Level by NAAC

CERTIFICATE

This is to certify that ~~Mr~~/Miss Sahla Siddibapa

with register No. UDRJK21A0018 *has successfully completed Value Added Course on M.S. Power Point course during* 08-07-2023 to 12-08-2023 *and secured* A *grade.*

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE BHATKAL 581320 (U.K.)

Prof. Umesh Mestha
Dept. of Computer Science

Prof. S.A. Indikar
IQAC Co-Ordinator

Prof. Mushtaque K. Shaikh
Principal

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Department of Computer Science

Report and Outcome Analysis

Name of the Course: Microsoft Powerpoint
Name of the Department: Computer Science
Number of students enrolled : 21
BoS meeting Date: 15-06-2023
Start Date of the Course:
End Date of the Course:

Department of Computer Science have conducted add-on course on Microsoft Powerpoint. for the Students of who do not know Microsoft Powerpoint.

The Total 21 students were enrolled in this course and they benefited with the fundamental knowledge for Microsoft Powerpoint. Students also applied these skills and concepts during the assignments.

Concourse concluded with final examination and certificate distribution.

Outcomes of the Course:

Identify the names and functions of the PowerPoint interface.
Create, edit, save, and print presentations.
Format 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.

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