



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

Accredited by NAAC with 'A' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Desalites Skill Development Cell in association with

KANIKA AND IC CLUB

DEPARTMENT OF SCIENCE

Organizing

Preparation of PPTs

for III B. Sc students

Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.

29th Jan 2021
@1 PM

Contact: Nebula Murukesh
Mail id: nebulamurukesh@sfscollege.in

By

Swathi S

Assistant Professor

St. Francis Desales College, Bangalore

E - Certificates will be provided once the feedback form is submitted



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Report on Preparation of PPTs

Date: 29-01-2020

Time: 1 PM

Organised By: Desalites skill development cell in association with KANIKA AND IC CLUB

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.

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.

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




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

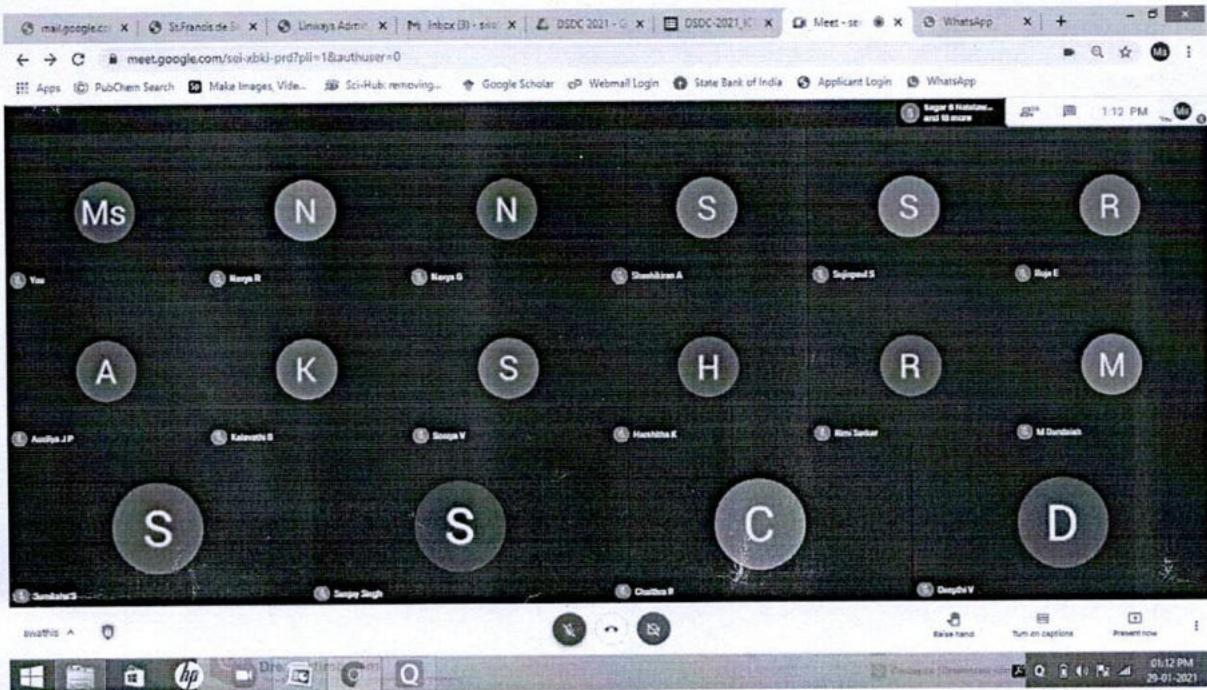
Additionally, she also explained some tips and tricks along to make a good PowerPoint presentation, including how to:

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)



PRINCIPAL

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



DSDC-2021-ICT-Preparation of PPTs (Responses)

Sl. No.	Timestamp	Email Address	Role	Name	App No.	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	How helpful was the video	What problems, you do face now?
1	13:01:01	13:01:01	13:01:01	Ms	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
2	13:01:01	13:01:01	13:01:01	N	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
3	13:01:01	13:01:01	13:01:01	N	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
4	13:01:01	13:01:01	13:01:01	S	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
5	13:01:01	13:01:01	13:01:01	S	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
6	13:01:01	13:01:01	13:01:01	R	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
7	13:01:01	13:01:01	13:01:01	A	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
8	13:01:01	13:01:01	13:01:01	K	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
9	13:01:01	13:01:01	13:01:01	S	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
10	13:01:01	13:01:01	13:01:01	H	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
11	13:01:01	13:01:01	13:01:01	R	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
12	13:01:01	13:01:01	13:01:01	M	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
13	13:01:01	13:01:01	13:01:01	S	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
14	13:01:01	13:01:01	13:01:01	S	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
15	13:01:01	13:01:01	13:01:01	C	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities
16	13:01:01	13:01:01	13:01:01	D	13:01:01	Microsoft PowerPoint	Power Point presentation	Power Point presentation	Power Point presentation	Very helpful	Books and other educational activities

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

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