



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.

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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)

