



Autonomous (2016-17)

Malad Kandivli Education Society's  
**NAGINDAS KHANDWALA COLLEGE**

**OF COMMERCE, ARTS & MANAGEMENT STUDIES  
AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

(Re-accredited (3<sup>rd</sup> cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

**Syllabus Along With Course Objectives**

**And**

**Outcomes Of The Value Added Courses Offered.**

**DR. (MRS.) ANCY JOSE  
PRINCIPAL**





**Nagindas Khandwala College  
Autonomous**

Department of IT and CS presents a Short-Term Course (STC) on:

- **Name of the STC – Learning to make Effective PPTs.**
- Number of Credits – 2
- Number of Hours – 30 hours

**Course Objectives:**

1. To make learner aware different presentation tools
2. To work with different multimedia objects in presentation
3. To understand which presentation template to use when
4. To create presentations

**Course Outcomes:**

After successful completion of course, learner will be able to:

CO1: To use diverse presentation tools (understand)

CO2: To create effective presentations by embedding images, audio, video and data visualizations (apply)

CO3: To use appropriate presentation tools for linear or non-linear style of presentation (analyze)

CO4: To create customized templates using master slide (create)

**Detailed Syllabus:**

Module	Content
1	Components, Different software to be used, Different Slide Layouts, Presentation Rule, Drawing Tools, Editing, Inserting different objects
2	Design Themes, Transition, Animation, Slide Show
3	Inserting Audio, Video by following the copyright law
4	Recording Live Video
5	Review Tab, Slide Master, Different Views in PowerPoint



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