

School of Computer Science and Information Technology

Department of Computer Science and Information Technology

Semester: I

Specialisation: Internet of things

24BCA1C05: Fundamentals of Computer Applications

Activity: Coursera Courses

Date of Submission:

Submitted by:

Name: Syed shahid Faculty In-Charge

Sec: H

USN No: 24BCAR0591 Mr. Sahabzada Betab Badar Signature:



CERTIFICATE

This is to certify that Syed shahid has satisfactorily completed activity prescribed by JAIN (Deemed to be University) for the first semester degree course in the year 20242025.

Assignment topic Microsoft Powerpoint BCA (FCA) for Activity.

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| Sl.No | CRITERIA | MARKS | MARKS OBTAINED |
| 1 | Certificate Completion | 10 |  |
| 2 | Report Submission  (includes Course  Information - objective, syllabus, reading materials  and certificate) | 10 |  |
| 3 | Assessment (includes Presentation and VIVA) | 10 |  |
|  | Total | 30 |  |
|  | Convert | 12 |  |

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|  | MARKS | |
| MAX |  | OBTAINED |
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Signature of the Student Signature of the Faculty

Date of Submission: 19.12.2024

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COURSE INFORMATION

Name of the Course:

Microsoft PowerPoint BCA (FCA)

Number of Modules:

3

Course Description:

This course is designed to teach learners how to effectively use PowerPoint 365. It covers all major topics such as navigating the PowerPoint environment, creating and saving presentations, formatting text and objects, adding graphical elements, animating objects, reviewing and printing presentations, delivering presentations, and more. By the end of this course, learners will have the skills to confidently create and deliver professional PowerPoint presentations

1. Getting started with PowerPoint

In this module, you’ll get started with Microsoft PowerPoint by learning how to navigate the PowerPoint environment, creating and saving a PowerPoint presentation, using help, and selecting a presentation type. During the module, you will build a presentation and edit text.

1. Developing a presentation

In this module, you’ll begin formatting with Microsoft PowerPoint. You’ll edit and format characters, paragraphs, objects, and text boxes. You’ll add graphics and SmartArt to a presentation and apply animation and grouping to objects.

1. Preparing to deliver a presentation

This module focuses on the delivery of a presentation. Here you’ll review a presentation, apply slide transitions, print, and deliver a presentation. You’ll add comments, create, and manage sections, annotate, and set up a slide show. Finally, you’ll use hyperlinks and action buttons and record a presentation.

OBJECTIVE

Module 1: Getting started with PowerPoint

* Navigate the PowerPoint 365 environment
* Create and save a PowerPoint presentation
* Use PowerPoint help features
* Select a presentation type
* Build a presentation
* Edit text
* Modify the layout of a presentation

Module 2: Developing a presentation

* Format characters
* Format paragraphs
* Format text boxes
* Add graphical elements to presentation
* Add SmartArt to a presentation
* Edit objects
* Format objects
* Group objects
* Arrange objects
* Animate objects
* Insert WordArt
* Insert shapes
* Insert images
* Modify SmartArt

3. Preparing to deliver a presentation

* Review a presentation  Print a presentation
* Deliver a presentation
* Add comments to a presentation
* Create and manage sections
* Modify slide masters and layouts
* Set up a slide show
* Add hyperlinks and action buttons
* Record a presentation
* Share a presentation on the web
* Compare and review a presentation
* Modify the notes and handout masters
* Add headers and footers
* Create a custom slide show
* Annotate a presentation
* Apply transitions

SYLLABUS

Module 1: Getting started with PowerPoint

1. Video: Navigate the PowerPoint environment
2. Video: Using the ribbon
3. Video: Working with slides and files
4. Video: Create and save a PowerPoint presentation
5. Video: Use help
6. Reading: Exercise: Using PowerPoint help
7. Video: Build a presentation
8. Video: Lay out a presentation
9. Video: Edit text
10. Video: View and navigate a presentation

Module 2: Developing a presentation

1. Video: Module introduction - Advanced text editing
2. Video: Format characters
3. Video: Format paragraphs
4. Video: Format text boxes
5. Video: Insert images
6. Video: Insert shapes
7. Video: Insert WordArt
8. Video: Create SmartArt
9. Video: Modify SmartArt
10. Video: Change the look and feel of SmartArt
11. Video: Edit objects
12. Video: Format objects
13. Video: Group objects
14. Video: Arrange objects
15. Video: Animate objects
16. Video: Module summary - Advanced text editing Module 3: Preparing to deliver a presentation

1. Video: Module introduction - Preparing to deliver a presentation
2. Video: Review your presentation
3. Video: Review compatibility and accessibility
4. Video: Apply transitions
5. Video: Print your presentation
6. Video: Deliver your presentation
7. Video: Add comments to a presentation
8. Video: Review a presentation
9. Video: Store and share presentations on the Web
10. Video: Manage a presentation
11. Video: Create and manage sections
12. Video: Modify slide masters and slide layouts
13. Video: Add headers and footers
14. Video: Modify the notes master and the handout master
15. Video: Annotate a presentation
16. Video: Set up a slide show
17. Video: Create a custom slide show
18. Video: Add hyperlinks and action buttons
19. Video: Record a presentation

READING MATERIALS

Module 1: Getting Started with PowerPoint

Introduction to PowerPoint

Microsoft PowerPoint is a versatile presentation software that is part of the Microsoft 365 suite. It allows users to create a wide range of presentations, from simple slideshows to complex, interactive presentations with multimedia elements. Understanding how to navigate and utilize PowerPoint effectively is essential for creating impactful presentations.

User Interface Overview

* Start Screen: When you launch PowerPoint, you are greeted with a start screen that offers options to create a new presentation or open an existing one. You can choose to start with a blank presentation or select from a variety of templates.
* Quick Access Toolbar: This toolbar is located at the top of the screen and provides easy access to frequently used commands such as: o New o Open o Save o Undo o Redo

o Start from Beginning (to present your slideshow)

The Quick Access Toolbar is customizable, allowing you to add or remove commands based on your preferences.

Main Components of the Interface

* Title Bar: Displays the name of the current presentation and provides information about the file status (e.g., saved or unsaved).
* Search Box: Use this feature to find help, commands, or recent files quickly.
* Slide Pane: This area shows a thumbnail list of your slides, allowing for easy navigation and organization of your presentation.
* Ribbon Interface: The ribbon contains several tabs (e.g., Home, Insert, Design) that group related commands. Clicking on a tab reveals a set of commands specific to that category.
* Working Environments
* Editing Environment: This is where you create and edit individual slides. You can add text, images, charts, and other elements to enhance your presentation.
* Slideshow Mode: When you are ready to present, you switch to slideshow mode. This environment is optimized for delivering your presentation, focusing on the slides and minimizing distractions.

Module 2: Developing a Presentation

Content Creation

Creating a presentation involves several key steps:

* Adding Text and Multimedia: You can insert text boxes, images, charts, and videos into your slides. To add text, simply click on a text box and start typing. For images, use the "Insert" tab to select and place images from your computer or online sources.
* Using Slide Layouts: PowerPoint offers various slide layouts to help maintain consistency. Choose layouts that best fit your content, such as title slides, content slides, or comparison slides.

Design Principles

* Visual Hierarchy: Organizing content effectively is crucial. Use larger fonts for headings and smaller fonts for supporting text. This helps guide the audience's attention to the most important points.
* Readability: Ensure that your text is legible by choosing appropriate font sizes and styles. Avoid cluttering slides with too much information; aim for simplicity and clarity.
* Color and Graphics: Select color schemes that complement your content. Use graphics and images to support your message, but ensure they are relevant and enhance understanding.
* Engagement Strategies
* To keep your audience engaged, consider the following techniques:
* Ask Questions: Encourage audience participation by asking questions throughout your presentation.
* Use Storytelling: Incorporate stories or anecdotes to make your content relatable and memorable.
* Interactive Elements: Consider using polls or quizzes to involve your audience actively.

Module 3: Preparing to Deliver a Presentation

Preparation Techniques

Preparation is key to delivering a successful presentation:

* Rehearsing: Practice your presentation multiple times to become familiar with the content and flow. Rehearsing in front of a mirror or recording yourself can help identify areas for improvement.
* Timing: Be mindful of the time allocated for your presentation. Practice to ensure you can cover all key points without rushing.
* Understanding the Audience
* Tailoring your presentation to your audience is essential:
* Know Your Audience: Research your audience's interests and needs. This will help you adjust your content and delivery style accordingly.
* Engagement Techniques: Use eye contact, body language, and inviting questions to create a connection with your audience.

Presentation Mode

When you are ready to present:

* Switching to Slideshow Mode: Transition smoothly into slideshow mode, which provides a distraction-free environment for delivering your presentation.
* Managing the Presentation: Familiarize yourself with navigation tools, such as using the arrow keys to move between slides and utilizing presenter notes for guidance.

Final Touches

Before delivering your presentation:

* Review Your Slides: Check for clarity, consistency, and impact. Ensure that all multimedia elements work correctly and that there are no typos or formatting issues.
* Build Confidence: Use techniques such as positive visualization and deep breathing exercises to help calm your nerves and boost your confidence.
* By following the insights and techniques outlined in these modules, you will be well-equipped to create, develop, and deliver effective presentations using Microsoft PowerPoint. If you have any questions or need further assistance, feel free to reach out! You're making great progress!

CERTIFICATE

