

## Practical 2: **Career-Oriented Presentation**

### Aim:

To create a career presentation using slides, transitions, and animations.

### Objectives:

- To design a multi-slide professional presentation
- To apply transitions and animations

### Materials Required:

- PowerPoint or Google Slides

### Procedure:

#### **Open a blank presentation**

Launch PowerPoint/Google Slides and select the option to create a new blank presentation. This opens a fresh workspace where you will design your slides.

#### **Create a title slide**

Insert a title slide layout and add the presentation title along with your name or subtitle. Ensure the title is clear, readable, and visually centered on the slide.

#### **Add minimum 7 slides**

Use the “New Slide” option to insert at least seven additional slides with appropriate layouts. Each slide should focus on a single topic or idea for clarity.

#### **Insert images, icons, and bullet points**

Add relevant images and icons to visually support your content.  
Use bullet points to present information in a structured and easy-to-read format.

#### **Apply a theme**

Choose a professional theme from the design options available in the software. The theme will automatically set consistent fonts, colors, and backgrounds.

#### **Add transitions and animations**

Apply slide transitions for smooth movement between slides.  
Add animations to text or images to enhance the presentation without overusing effects.

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# Career Planning & Professional Growth

Building a Successful Career Path

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## What is Career Planning?

- Process of choosing a career based on skills and interests
- Helps set short-term and long-term goals
- Provides direction and motivation



## Importance of Career Planning

- Helps choose the right career
- Reduces confusion and stress
- Improves confidence and focus
- Ensures job satisfaction



## Skills Required for Career Growth

- Technical skills
- Communication skills
- Problem-solving ability
- Time management
- Teamwork

## Career Options

- Engineer
- Software Developer
- Data Analyst
- Government Services
- Entrepreneur

## Steps to Achieve Career Goals

- Self-assessment
- Skill development
- Education and training
- Internships and experience
- Continuous learning