

## Report On Certificate in Presentation Skill

**Course Name: Certificate in presentation skill**

**Course Code: CPS2023**

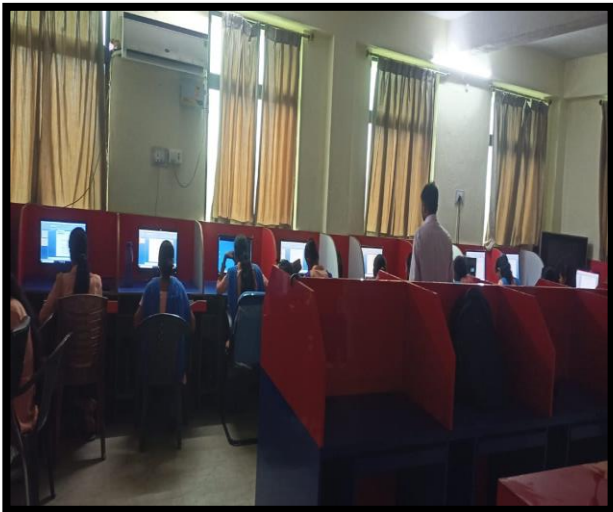
**Course Duration: 30hrs**

**Trainer Name: Mr. Nand Kishor Kumar**

**Date of start: 7<sup>th</sup> August 2023**

**Date of End: 19<sup>th</sup> September 2023**

A certificate course on computer presentation skill was organized by the Institute. This course was conducted to enhance computer based presentation skills of students. It also helps in enhancing the profile of the students. This course was conducted by Computer Teacher Shri. Nand Kishor. In this course both theory and practical classes were conducted.



Sufficient time given to students to do the practice. The course covered following

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- **Introduction**
- **Objectives**
- **Basic Operations**
- **Creating a Presentation**
- **Inserting a new slide**
- **Opening and Saving a Presentation**
- **Applying a Theme to the Presentation**
- **Working with Pictures and Clipart**
- **Inserting a Picture**
- **Formatting the Picture**
- **Arrange the Pictures & Clip Art**
- **Working with Animation and Videos**
- **Apply built-in Animation effect to an object**
- **Adding Slide Transition**
- **Add and Play Movie in a Presentation**
- **Viewing and Printing the Presentation**
- **Rearranging and adding or deleting slides**
- **Viewing the Presentation**
- **Spell Check, Print Handouts and Notes**





They have also taught how to give effective presentation by using LCD projector. After the course a small test was organized to check the efficacy of the course. Feedback on the course was taken and certificate provided to students.