



CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE **चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कॉलेज**

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दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- crdpgcollege.gkp@gmail.com

Address: New Colony, Diwan Bazar Gorakhpur -273001




Principal
Chandrakanti Ramawati Devi
Arya Mahila P.G. College
Gorakhpur



SKILL OF POWERPOINT PRESENTATION

Course Title: Mastering Microsoft PowerPoint

Duration: [20 Days]

Target Audience: [TO CREATE A SMARTNESS POWER POINT PRESENTATION]

Course Objectives:

- To equip participants with the skills needed to create effective presentations.
- To enhance participants' understanding of design principles and presentation techniques.
- To familiarize participants with advanced features of PowerPoint.

Session Breakdown:

1. **Session 1: Overview of PowerPoint**
 - Introduction to PowerPoint interface
 - Understanding different view modes (Normal, Slide Sorter, Presenter View)
2. **Session 2: Creating a New Presentation**
 - Choosing templates and themes
 - Adding and formatting text
 - Using bullets and lists
3. **Session 3: Adding Visuals**
 - Inserting images, shapes, and icons
 - Utilizing SmartArt for visual representation
4. **Session 4: Working with Slides**
 - Adding, deleting, and rearranging slides
 - Applying slide transitions
- Inserting audio and video
- Adding animations to text and objects
5. **Session 6: Enhancing Presentations**
 - Best practices for effective slide design
 - Color theory and font selection
6. **Session 7: Collaborating and Sharing**
 - Working with comments and revisions
 - Exporting and sharing presentations (PDF, video)
7. **Session 8: Tips for Effective Presentations**
 - Delivery techniques
 - Engaging your audience

Course Objectives (COs)

1. **Enhance Presentation Skills**
 - Improve participants' verbal and non-verbal communication skills for effective delivery.
2. **Build Confidence**
 - Increase participants' confidence in public speaking through practice and feedback.



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3. **Master Presentation Tools**
 - Familiarize participants with various presentation tools and technology to enhance their presentations.
4. **Develop Audience Engagement Techniques**
 - Teach strategies for engaging diverse audiences and maintaining their interest.
5. **Refine Content Structuring**
 - Guide participants in organizing their presentations logically and effectively.
6. **Provide Constructive Feedback**
 - Encourage participants to give and receive feedback to foster a collaborative learning environment.

Program Outcomes (POs)

1. **Effective Communication**
 - Participants will demonstrate improved verbal and non-verbal communication skills in their presentations.
2. **Increased Confidence**
 - Participants will report a measurable increase in confidence when speaking in front of an audience.
3. **Technical Proficiency**
 - Participants will effectively use presentation software and tools to enhance their presentations.
4. **Engagement Skills**
 - Participants will apply techniques that actively engage and interact with their audience.
5. **Content Clarity**
 - Participants will deliver well-structured presentations that convey their message clearly and concisely.
6. **Peer Feedback Competency**
 - Participants will provide and utilize constructive feedback to improve their own and others' presentation skills.

Assessment:

- Participants will create a short presentation as a final project to demonstrate their learning.


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Assessment Method

Assessing a skill power presentation program involves a variety of methods to gauge effectiveness and impact. Here are some key assessment methods you might consider:

1. Pre- and Post-Assessment Surveys

- **Objective:** Measure participants' confidence and skills before and after the program.
- **Content:** Questions related to presentation skills, anxiety levels, and knowledge of techniques.

2. Observational Assessments

- **Objective:** Evaluate presentation skills in real-time.
- **Process:** Use rubrics to assess participants during practice presentations or final presentations, focusing on delivery, engagement, and content organization.

3. Self-Assessment Tools

- **Objective:** Encourage self-reflection among participants.
- **Content:** Surveys or checklists where participants rate their own skills, strengths, and areas for improvement.

4. Peer Reviews

- **Objective:** Foster a collaborative learning environment.
- **Process:** Have participants provide constructive feedback on each other's presentations based on specific criteria.

5. Video Recordings

- **Objective:** Analyze presentation skills in detail.
- **Process:** Record presentations for participants to review their performance and identify areas for improvement.

6. Feedback from Instructors

- **Objective:** Gain expert insight into participants' skills.
- **Content:** Instructors can provide detailed evaluations based on observed presentations, focusing on specific criteria.

7. Skills Demonstration

- **Objective:** Assess practical application of skills learned.
- **Process:** Have participants deliver a presentation that incorporates techniques from the program, evaluated by a rubric.

8. Follow-Up Assessments

- **Objective:** Measure long-term retention and application of skills.
- **Content:** Conduct assessments a few months after the program to see if skills are being utilized in real-world settings.



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9. Participant Outcomes

- **Objective:** Evaluate real-world impact.
- **Process:** Collect data on how participants use their skills in professional settings, such as job performance reviews or promotions.

10. Engagement Metrics

- **Objective:** Assess participant engagement during the program.
- **Content:** Track attendance, participation in discussions, and completion of assignments.


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Address: New Colony, Diwan Bazar Gorakhpur -273001

Activity Pics

Date:-11-11-2020



Students were taught to make presentations
Lecture on course


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ACTIVITY REPORT

Dates: 11-11-2020

The Skill Power Presentation Course aimed to enhance participants' presentation skills and confidence. Activities included workshops on communication techniques, audience engagement strategies, and hands-on training with presentation tools. Participants delivered practice and final presentations, receiving constructive peer feedback. Post-course surveys indicated a improvement in skills and confidence. Overall, the course fostered a collaborative environment, leading to positive participant outcomes and recommendations for additional practice sessions in future iterations.


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ATTENDANCE


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गये व्याख्यानों की संख्या..... गत मास के अन्त तक दिये गये व्याख्यानों की संख्या..... सत्रारम्भ में दिए गये व्याख्यानों की संख्या..... प्रवक्ता..... प्राचार्य.....


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प्रवक्ता.....

प्राचार्य.....


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व्याख्यान पंजिका

60 छात्र

Value Added Course on

विषय	Skills of	प्रश्न पत्र	VAC 2102
Subject	Power Point Presentation	Paper	
कक्षा		अनुभाग	Computer
Class		Section	Dept.
प्रवक्ता का नाम		सत्र	2020-21
Name of Lecturer		Session	



मंजरी
पब्लिकेशन


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प्रमाण्ये


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Gorakhpur

व्याख्यान पंजीक LECTURE REGISTER

विषय Skills of Power Point Presentation पर

Session-2020-21

कक्षा अनुभाग मास November

क्र.सं.	नाम छात्र/छात्रा	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	Kim Tinku																					
2	Kim Chandana Kumar																					
3	Kim Shashi Kumar																					
4	Kim Nisha																					
5	Kim Jyoti																					
6	Kim Anshika Kumar																					
7	Kim Jyoti Mishra																					
8	Kim Divya Gupta																					
9	Kim Nisha																					
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प्रयत्न.....

प्रयत्न.....

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