Gujarat University

B.A. – IV

Course Code: SS 212

Subject: Soft Skills – Computer Applications

Paper Title: Presentation Skills

Objectives:

To make students
- Explore the versatility of Presentation Package with MS POWER POINT 2007

Contents:

Unit – I   **Introduction to Presentation and MS PowerPoint 2007:**
Introduction to Basic concepts of Presentation, Types of Presentation, Effective Presentation, Physical aspects of Presentation, Introduction to various Presentation Packages, Introduction to MS PowerPoint 2007, Uses of PowerPoint 2007, Starting PowerPoint 2007, Introduction to PowerPoint 2007 Interface, Quick Access Toolbar, New Features in PowerPoint 2007, PowerPoint Views, Creating PowerPoint Template

Unit –II   **Working with Text and Graphics in Slides:**
Introduction, Adding Text to Slides, Editing Text on a Slide, Formatting Text, Formatting Paragraphs, Checking Text, Inserting a Table on Side, Creating Charts in PowerPoint, Creating a smart Graphic, organizational Chart, Use of Clip Art Gallery, Adding Background Color, Use of Shapes, Use of WordArt

Unit – III   **Working with Notes, Handouts and Masters:**
Introduction to Templates, Designing Templates, Working with Slides with Various Themes, PowerPoint Masters: Slide Master, Applying Theme to Master, Use of Notes Pages, Printing of Notes Pages, Use of Handouts, Printing of Handouts

Unit – IV   **Printing and Delivering Presentation:**
Introduction to Printing, Printing Slides, Setting the Slide size and Orientation, Printing the Presentation, Creating and Presenting a Custom Show, Animating Text and Graphic objects, Running a Slide Show, Setting Timings and Transitions

Main Reference Book(s):

(i) PowerPoint 2007 made simple, Prof. Satish Jain, BPB Publications

Suggested Additional Reading Book(s):

(i) Computer Fundamentals and Applications, Sweeta Bansal, Apex Publishing
(ii) Working with Personal Computer Software, R. P. Soni, Harshal A. Arolkar, Sonal Jain, Wiley India

Accomplishments of the student after completing the Course:

After completion of this course Student would be able to
- Understand the Basics of the PowerPoint 2007 and prepare customized PowerPoint Presentation with Text and Animated graphics to be put up in approachable manner.

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List of Practicals (Sample Guide line):

Introduction to PowerPoint

- 1: Setting Up Your PowerPoint Environment
- 2: Presentation Basics
- 3: Text Basics
- 4: Themes and Background Styles
- 5: Pictures and Clip Art
- 6: Working with Lists
- 7: Proofing Slides
- 8: Viewing and Printing Slides

PowerPoint Basics

- 9: Word Art and Shapes
- 10: Working with Tables
- 11: Working with Charts
- 12: Inserting Movies
- 13: Inserting Sound
- 14: Animating Text and Objects
- 15: Using Transitions

Doing More with PowerPoint

- 16: Using the Slide Master
- 17: SmartArt Illustrations
- 18: Hyperlinks and Action Buttons
- 19: Arrange Objects
- 20: Indentation and Line Spacing
- 21: Finalize a Presentation and Package for CD

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