

Permission Letter

Date- 05/09/2022

To,

The Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya

Kanchanwadi,

Chhatrapati Sambhajinagar (Aurangabad)

Subject: Permission to Conduct Advanced PowerPoint Course for Teaching Faculties

Respected Sir,

I want to seek your permission to conduct an Advanced PowerPoint course for the teaching faculties at [Recipient's Institution/Organization]. This course aims to enhance the professional development of our esteemed faculty members and provide them with the necessary skills to create engaging and visually appealing presentations.

Course Details:

Name: Advanced PowerPoint Course

Duration: 15 days

Dates: 12/09/2022 to 29/09/2022

Time: 3 P.M.

Venue: C.S.M.S.S. Engineering College.

Course Objectives:

1. To train teaching faculties on advanced features and tools available in Microsoft PowerPoint.
2. To enhance their abilities to create visually appealing and interactive presentations.
3. To enable them to effectively communicate their ideas and concepts through effective use of visual aids.
4. To provide hands-on practice in creating dynamic presentations using advanced techniques.



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Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rughalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Course Outline:

The course curriculum will cover the following topics:

1. Advanced formatting and design techniques
2. Animation and transition effects
3. Customizing slide layouts and templates
4. Multimedia integration (audio, video, and interactive elements)
5. Creating interactive presentations using hyperlinks and triggers
6. Collaboration and sharing features within PowerPoint
7. Tips for effective delivery and engaging the audience

The course will be conducted by experienced and certified trainers who specialize in Microsoft PowerPoint. Participants will receive comprehensive course materials and access to online resources for further learning.

We kindly request your permission to conduct this advanced PowerPoint course. We are confident that by acquiring these advanced skills, the teaching faculties will be able to enrich their teaching methods and deliver more engaging presentations to the students.

We sincerely believe that this course will contribute significantly to the professional growth and development of faculty members.

Thank you.

Yours sincerely,



Dr. A. M. Deshmukh

Associate Professor

Rognidan & V.V. Department

Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya



Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rognalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.



Estd : 1989
NCISM College Code : AYU0153
MUHS College Code : 3401

NAAC ACCREDITED WITH B++, NABH & ISO 21001:2018 CERTIFIED

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CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S

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Notice

06/09/2022

Subject: - Regarding admission to Advanced Power Point Course for faculties

All Teaching Faculties are hereby informed that Advanced Power Point Training Course will be conducted as mentioned below. It will be helpful for teaching learning process. So all teaching faculties should attend the training course.

Details are as follows –

Course Name- Advanced Power Point Course

Duration – 12 September to 29 September 2022 (15 days)

Time – 3 PM

Venue- CSMSS Engineering College, Kanchanwadi.




Dr.S.G.Deshmukh

Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
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Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya & Rugnalaya, Mahavidyalaya,
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Syllabus of Advanced Power Point Course

The following is a suggested syllabus for a 15-hour advanced PowerPoint presentation learning program for college faculties:

Module 1: Introduction to Effective Presentation Design (1 hour)

- Importance of effective design principles in PowerPoint presentations
- Visual hierarchy and white space
- Fonts, colors, and images for impactful design

Module 2: Engaging Storytelling Techniques (1 hour)

- Importance of storytelling in presentations
- Incorporating narrative elements for engagement
- Use of anecdotes, case studies, and personal experiences

Module 3: Designing Effective Slide Layouts (1 hour)

- Using slide layouts and master slides for consistency
- Creating visually appealing and easy-to-follow slide designs
- Optimizing slide content for readability

Module 4: Visual Enhancements with Graphics and Media (1 hour)

- Incorporating relevant and high-quality visuals
- Animations and transitions for visual appeal
- Integration of multimedia elements such as videos and audio clips

Module 5: Data Visualization Techniques (1 hour)

- Presenting data effectively with charts, graphs, and infographics
- Ensuring clarity and accuracy in data representation

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- Choosing appropriate visualization types for different data sets

Module 6: Utilizing Advanced PowerPoint Features (1 hour)

- Exploring advanced features like slide linking and custom animations
- SmartArt and shapes for visual representations
- Incorporating interactive elements like hyperlinks and action buttons

Module 7: Designing Effective Presentation Flow (1 hour)

- Planning and structuring presentations for a clear and logical flow
- Signposting techniques for smooth transitions between slides
- Use of section breaks and summary slides for organization

Module 8: Effective Presentation Delivery Techniques (1 hour)

- Strategies for engaging and effective delivery
- Tips for confident and persuasive speaking
- Non-verbal communication skills and body language

Module 9: Engaging and Managing Audience Interaction (1 hour)

- Techniques for engaging the audience during presentations
- Interactive activities, polls, and Q&A sessions
- Managing audience questions and feedback

Module 10: Creating Accessible Presentations (1 hour)

- Ensuring accessibility for diverse audiences
- Alt text, color contrast, and font sizes for accessibility
- Adherence to accessibility guidelines and standards

Beehumans

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Module 11: Presentation Tips and Best Practices (1 hour)

- Practical tips for effective presentations
- Addressing common challenges and pitfalls to avoid
- Sharing best practices from successful presenters

Module 12: PowerPoint Add-Ons and External Tools (1 hour)

- Introduction to useful add-ons and external tools
- Collaboration, sharing, and live presentation options
- Recommendations for further exploration

Module 13: Additional Resources and Learning Opportunities (1 hour)

- Highlighting books, online tutorials, and courses
- Platforms for continuous learning and skill development
- Mentioning conferences, workshops, and webinars

Module 14: Presentation Practice and Feedback (1 hour)

- Participants present their own PowerPoint presentations
- Peer evaluation and feedback for improvement

Module 15: Conclusion and Next Steps (1 hour)

- Recap of key takeaways from the program
- Encouragement to apply newly acquired skills and knowledge
- Q&A session and open discussion

Note: Adjustments can be made to the duration of each module based on the specific requirements of the learning program. It is also recommended to include breaks and opportunities for participants to practice and receive feedback throughout the program.



Principals
Principal

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Time Table of Advanced Power Point Course

Date	Time	Module
12/09/2022	3 PM	1
13/09/2022	3 PM	2
14/09/2022	3 PM	3
15/09/2022	3 PM	4
16/09/2022	3 PM	5
19/09/2022	3 PM	6
20/09/2022	3 PM	7
21/09/2022	3 PM	8
22/09/2022	3 PM	9
23/09/2022	3 PM	10
24/09/2022	12 PM	11
26/09/2022	3 PM	12
27/09/2022	3 PM	13
28/09/2022	3 PM	14
29/09/2022	3 PM	15

Principal

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Report of Faculty Training Program - Advanced PowerPoint Course

30/09/2022

To,

The Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya

Kanchanwadi,

Chhatrapati Sambhajinagar (Aurangabad)

Subject- Report of Faculty Training Program on Advanced PowerPoint Course

Respected Sir,

The faculty training program on an advanced PowerPoint course was conducted to enhance the teaching skills and abilities of the faculty members at our institution. The goal of this training program was to improve the participants' proficiency in creating dynamic and engaging presentations using advanced PowerPoint features.

Training Program Details:

Date: 12/09/2022 to 29/09/2022

Duration: 15 days

Location: CSMSS Engineering College

Objectives:

1. To familiarize faculty members with the advanced features of PowerPoint.
2. To train faculty members in creating visually appealing and interactive presentations.
3. To enhance the use of multimedia elements in lectures.
4. To enable faculty members to effectively communicate complex ideas through presentations.



[Handwritten Signature]

Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Program Highlights:

1. Overview of Advanced PowerPoint Features:

- Introduction to slide masters and customizing templates.
- Knowledge of advanced animation and transition effects.
- Utilizing hyperlinking, action buttons, and interactive elements.
- Incorporating multimedia elements such as audio, video, and images.

2. Design Principles and Best Practices:

- The importance of visual hierarchy and effective use of colors, fonts, and layouts.
- Techniques for creating visually appealing graphics and charts.
- Tips for keeping presentations concise and focused.
- Strategies for incorporating storytelling and narrative structures.

3. Interactive Presentations:

- Engaging the audience through live polls and surveys.
- Utilizing interactive features like quizzes and games.
- Creating navigation buttons for non-linear presentations.
- Encouraging audience participation through Q&A sessions and discussion forums.

4. Collaborative Presentations:

- Using features like co-authoring and cloud storage for collaborative presentation development.
- Sharing and distributing presentations through various platforms.
- Understanding version control and reviewing tools.

5. Hands-on Practice and Assignments:



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Principal

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- Participants were provided with laptops and given opportunities to practice the learned techniques.

- Mock presentation assignments were given to assess participants' comprehension.

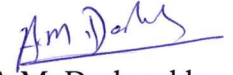
Conclusion:

The faculty training program on the advanced PowerPoint course proved to be successful in augmenting the faculty members' skills in utilizing the advanced features of PowerPoint. Participants demonstrated a better understanding of creating engaging and interactive presentations. The acquired knowledge will undoubtedly enhance the quality of teaching and improve the overall learning experience of students at our institution.

Overall, the faculty training program on the advanced PowerPoint course was a valuable learning experience for all participants, and there will be a positive impact on the delivery of future lectures and presentations.

Thank you.

Yours sincerely,



Dr. A.M. Deshmukh

Associate Professor

Rognidan & V.V. Department

Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya



Principal

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