

## Permission Letter

Date- 08/09/2024

To,

The Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved Mahavidyalaya

Kanchanwadi,

Chhatrapati Sambhajanagar (Aurangabad)

**Subject:** Permission to Conduct Advanced Microsoft Power Point Presentation course for Teaching Faculties

Respected Sir,

I want to seek your permission to conduct an Advanced Microsoft Power Point Presentation 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 Microsoft Power Point Presentation course

Duration: 06days

Dates: 16/09/2024 to 21/09/2024

Time: 4.30 P.M to 5.30 P.M

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

### Course Objectives:

1. To train faculty members in utilizing advanced tools and features of Advanced Microsoft PowerPoint presentation for more effective and professional presentations.
2. To strengthen their ability to design presentations that are both visually engaging and interactive, enhancing the learning experience for students.
3. To improve their communication of ideas and concepts through the effective use of visual elements and multimedia tools.



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**Principal**

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

4. To offer practical, hands-on experience in creating dynamic presentations by applying advanced techniques such as animations, transitions, SmartArt, hyperlinks, and embedded media.

### Course Outline:

The course curriculum will cover the following topics:

1. Advanced Formatting and Design Techniques  
Explore sophisticated design tools to enhance visual appeal and maintain consistency across slides.
2. Animation and Transition Effects  
Learn to apply animations and slide transitions strategically to improve audience engagement and content flow.
3. Customizing Slide Layouts and Templates  
Understand how to create and modify custom layouts and templates for a personalized and professional presentation style.
4. Multimedia Integration  
Incorporate audio, video, and other interactive elements to create more dynamic and immersive presentations.
5. Creating Interactive Presentations  
Use hyperlinks, action buttons, and triggers to build interactive slides that support nonlinear navigation and audience interaction.
6. Collaboration and Sharing Features  
Utilize PowerPoint's collaboration tools for real-time editing, commenting, and seamless sharing with colleagues and students.
7. Tips for Effective Delivery and Audience Engagement  
Gain practical advice on presenting with confidence, maintaining audience interest, and using PowerPoint as a powerful communication tool.

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.



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**Principal**

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

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

Thank you.

Yours sincerely,

**Dr. Priya Bulbule**

Assistant Professor Balrog Department  
Chhatrapati Shahu Maharaj Shikshan Sanstha's

Ayurved Mahavidyalaya

**Principal**

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
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