

## WORKSHOP REPORT

Name of the Workshop : **Advanced Power Point Programme**  
Date : **31 October, 2017**  
Time : **9:00a.m - 5:30p.m.**  
Venue : **Maruti Suzuki Training Academy, Gurgaon**  
Resource Person : **Ms. Pooja Arora**  
Participants : **20**  
(DPS DLF CITY) **02 (Radhika Singh & Vasudha Kaushik)**

### AIM & OBJECTIVE OF THE WORKSHOP

1. To brush up on the basics of Power-point presentations.
2. To enhance existing knowledge.
3. To incorporate PPT's in teaching methodology to make it more interesting & creative.

### SESSIONS

The resourceperson carried out three sessions on the following topics after a **Pre-Test**:

- **Morning Session** – Power-Point Structure, Bullets & Numbering, Objects in Power-Point, Table, Charts and Hyperlink
- **Post Lunch Session** – Smart Art, Pictures, Media, Animation Effects, Master Slides and Handouts Preparation
- **Post Tea Session** – Doubts Clarification, **Post Test** and Feedback

### CONCLUSION

The workshop highlighted on all the aspects of Power-point Presentations, including importing of Excel files into the programme. In particular, the workshop enlightened the participants about the visual appeal and nature of the presentations by showing a comparative study of two presentations made by two different companies. It also emphasized on the various benefits of Power-point presentations pertaining to teaching profession. The workshop proved to be effective and productive.

