

Training Programme on Advance PowerPoint by MSIL

27.07.17

One-day training programme on Advance PowerPoint was held at Maruti Suzuki Training Academy, Maruti Suzuki India Ltd, Palam Gurgaon road, Sec – 18, Gurgaon on 27 July 2017. Training was given by Mr. Niraj Singh. The forenoon session was based on the basics of PowerPoint i.e. what is a Presentation, Preset Template, Different tools available in the ribbon, Significance of PPT. A preset demonstration was given by the trainer to know how to present various type of data/file (s) in one platform on Presentation. Afternoon session was focused on the animations, transitions and designing of the PPT. In this session we learnt about the cosmetic changes to make our presentations look better. With all the hands on activities training was very fruitful and innovative.