

REPORT

Workshop on Advance Power Point

A training programme on Advance Power point was held on 30th November 2017 at MSIL organized by Maruti Suzuki Training Academy.

The resource person was Mrs. Pooja Arora (Microsoft Certified Trainer) and the main objective of the workshop was to strengthen the advance functions of Power Point.

The session began with a round of general introduction of the attendees. Further Pre Test of Power point was conducted.

The highlights of the session were as follows:

- ✓ Table
- ✓ Adding chart
- ✓ Animation
- ✓ HTML Linking
- ✓ Locking/protection of file
- ✓ Master slide
- ✓ Video/audio inserting

The workshop proved to be fruitful and enriching. It helped us to explore more about power-point.