



POORNIMA
COLLEGE OF ENGINEERING

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A Report on

“Workshop on Preparing Presentations using PPT”

TITLE AND DURATION: Preparing presentations using PPT on 12 Feb 2018.

SPONSORS & SUPPORTERS: Not applicable.

ORGANIZERS: Department of Electrical Engineering, Poornima College of Engineering, Jaipur.

ABOUT THE WORKSHOP:

Department of Electrical Engineering, Poornima College of Engineering, Jaipur organized one day workshop on “Preparing presentations using PPT” on 12th Feb, 2018. The basic purpose of this workshop is to make the students acquainted with basic knowledge about how to make and give presentations using MS-Power point software. The main objective of this workshop is to give guidance to students about PPTs what is it and why it is needed in the today’s world and what impact it can give while demonstrating the work done. Total of 80 students from III year participated in the workshop with faculty coordinators Dr. Virendra Santani, Electrical engineering. Dept. of PCE and Dr. Deepika Chouhan. The workshop is conducted by Mr. Asif Iqbal and Mr. Gaurav Srivastav.

INTRODUCTION:

When you are giving a presentation, it is often difficult to constantly remember what you have to say. This is true even though you have the slide right in front of you. That is where the notes feature comes in. They can help you remember what to say for each slide which is a great way to stay on topic. Your presentation can be set up in a way that the notes do not appear on the presentation but they still appear on your PC or Mac. Remember, most of the time the people who are viewing the presentation cannot see this. Otherwise, you can also hide your notes. The notes feature is not just there for you to remember what to say and a lot of people tend to overlook this. If you are working in a team, then using notes can help other employees or other people who are working on the presentation understand what’s happening on each slide.

ROLE OF PPT IN PRESENTATION

There are a lot of presentation programs out there. With all the options available, it can become rather tough to choose which is best for you. That is why the features of any software are so important. It can determine whether or not you use the software. With that being said, what are the features of Microsoft PowerPoint? The most popular features of Microsoft PowerPoint are as follows: Animations, designs, being able to add images and videos, and also editing those images and videos. With PowerPoint, you can use all the features available to make presentations that really stand out and could help you boost your career or sign a client.

PowerPoint Design Ideas

First on this list and one of my favorite features of PowerPoint is the “Design Ideas“. It can be found in the “Design” tab in PowerPoint. Once you are there you will see two separate sections. One section will be a theme and the other will be a different variant of that theme. These themes are for each slide. PowerPoint’s Design Ideas automatically and instantly provides you will several design options for a particular slide based on the content that is present on the slide. Design Ideas can help you save a good amount of time and make your slides look good. It is a great feature for those who perhaps want to improve the design of the slides but are not really great at creating designs.

Animations

Microsoft PowerPoint animations allow you to emphasize certain points of your current slide. There are primarily 3 categories of animations in PowerPoint. You can select any object in your slide and animate it with these animations:

Each animation category provides you with a huge list of additional options to choose from. As the name suggests, entrance animation is a type of animation that will make a shape, text or any other element appear on a slide. Likewise, an exit animation can be applied when you want a certain element to disappear from the slide.

Slide Transitions

Lot of people confuse slide transitions with animations and vice versa. It is important to remember that they are completely different things. While animation gives you the ability to animate elements within your slide, transitions give you the ability to change how slides change from one to another. This can have a significant impact on a slide’s first impressions. Some of the most notable transitions are: Cut, Reveal, Shapes, Uncover, Wipe. Other options include the ability to set the speed of your transition, change the dynamic of the transition, and much more. Again, Microsoft has added a lot of customizability over the last few years when it comes to transitions. When using transitions, you can alter the entire feel of a presentation without changing its theme. I recommend taking your time and making sure that each transition doesn’t feel forced but feels natural to the presentation.

Images

Sometimes an image can say a thousand words. With that in mind, it is easy to understand why adding images to your presentation can help you say more than you could say using

words. Well, at least this is true in some cases. If your presentation feels slightly boring, don't be afraid to throw in an image every now and then. To be honest, most presentations require images anyway. Not only are they necessary, in some cases, they can also spice up your presentation. When it comes to adding images, there are two main ways of doing this. You could either add an image via your PC or you can embed an image from somewhere else on the internet. Whatever best suits you, PowerPoint has you covered.

Merge Shapes

Microsoft PowerPoint allows you to merge shapes. This is because they understand that they might not always have the exact shape that you are looking for. So, hopefully, merging shapes can help give you a uniform shape. I say "uniform" because if you cannot find a shape that you want to use, you could draw one. The problem is, this might not be the best option because freehand drawing can be difficult. If merging shapes is still not giving you what you want, there is another option that

you can use. These are known as "smart-art". It can help you transform your presentation into something phenomenal.

Videos

Another great way of spicing up a presentation is to add videos to certain slides. As we discussed with images, a video can say a lot without having to use words. In fact, there are so many applications for using videos in your presentation. I guess the only limit would be your imagination.

Videos can be easily added from the storage on your PC. This might make the size of your presentation quite large. So, you might want to double-check the size of the video before inserting it into your presentation.

Icons

With the ability to add icons to your presentations, it just gives you some freedom to add a personal touch to the presentation. It is important to note that some versions do not come with the icons feature. However, if you have Office 365 you should always have the icons option. If you do not have the option to use icons, you could technically use shapes and with some clever aligning skills, they could be turned into icons or at least used as such. You could also use icons found on the web. They would need to be saved to your PC as an image and then again, with some clever aligning skills, nobody would know the difference.

Charts

This is one of the most used features of PowerPoint. It is also one of the best features in terms of what you can do with it. Using charts in your presentations can help you illustrate data in an easy-to-understand way for your audience. You can also link charts to external data sources. Most notably, you can link to excel sheets. The chart's functionality in PowerPoint is so versatile you can even get your chart to be updated automatically in PowerPoint when the data gets edited in excel.

It is actually a rather simple process. All you have to do is link a chart to an external data set. This can be done from within PowerPoint so it is pretty much hassle-free.

LIST OF PARTICIPANTS:

S. No.	Enrolment ID / College ID	Name of the Student
1	PCE15EE022	ANKUSH KUMAR JHA .
2	PCE15EE023	ANURAG CHOUDHARY
3	PCE15EE024	ARCHIT BHARGAVA
4	PCE15EE025	ARPITA BIWAL
5	PCE15EE026	ARUN GARG .
6	PCE15EE027	ARUN JALWANIYA
7	PCE15EE028	ARUN KUMAR BAIRWA
8	PCE15EE029	ARUN SINGH KASHMIR
9	PCE15EE030	ARYAN SANJAY CHAD .
10	PCE15EE031	ASHISH DHAKAR .
11	PCE15EE032	ASHWANI SHARMA
12	PCE15EE033	ATUL SHARMA
13	PCE15EE034	AVNISH KUMAR .
14	PCE15EE035	AYUSH BANSAL
15	PCE15EE036	BABU LAL SHARMA
16	PCE15EE037	BHAVIKA GUPTA
17	PCE15EE038	CHANDRAKANT SHARMA
18	PCE15EE039	CHARUL SHARMA
19	PCE15EE040	CHITRA DHAKAR
20	PCE15EE041	DAGUR KRISHNA SHIVSINGH
21	PCE15EE042	DEEPTI MEENA
22	PCE15EE043	DEVANSH PRAJAPATI
23	PCE15EE044	DEVENDRA SINGH
24	PCE15EE045	DEVESH GOTAN.
25	PCE15EE046	DHARMENDRA BOCHLIYA.
26	PCE15EE047	DHEERAJ PARIHAR
27	PCE15EE048	DIVYESH SHRINGI
28	PCE15EE049	DURLABH CHAND GARG

Poornima College of Engineering-Activity Report

29	PCE15EE050	GAJENDRA SINGH RATHORE
30	PCE15EE051	GAURAV MAHAWAR
31	PCE15EE052	GAURAV MEENA
32	PCE15EE053	GIRDHARI SAHU
33	PCE15EE054	GOVIND KRISHAN TIWARI
34	PCE15EE055	GUPTA SURBHI RAJENDRAKUMAR
35	PCE15EE056	HARMANJOT SINGH
36	PCE15EE057	DILIP PRAJAPATI
37	PCE15EE058	HARSHIT ARORA .
38	PCE15EE059	HARSHIT GUPTA
39	PCE15EE060	HARSHITA GARG
40	PCE15EE061	HEMANT KULDEEP
41	PCE15EE062	HEMANT MAHAWAR
42	PCE15EE063	HIMANSHU AGARWAL
43	PCE15EE064	HIMANSHU AGARWAL
44	PCE15EE065	HIMANSHU BANSARE
45	PCE15EE066	HIMANSHU SHARMA .
46	PCE15EE067	HITESH KUMAR JAIN
47	PCE15EE068	HITESH MORYA
48	PCE15EE069	HRITVIK TRIPATHI
49	PCE15EE070	INDRARAJ SHARMA
50	PCE15EE071	JAGDISH KUMAR SONAL
51	PCE15EE072	JANAK CHOUDHARY
52	PCE15EE073	JOBIN THOMAS
53	PCE15EE074	KARAN CHOUDHARY .
54	PCE15EE075	KARAN SHARMA
55	PCE15EE076	KARISHMA KUMARI
56	PCE15EE077	KARTIKEYA BHATIA
57	PCE15EE078	KESHAV KUMAR .
58	PCE15EE079	KHUSHI RAM MEENA
59	PCE15EE080	KRISHNA KUMAR

Poornima College of Engineering-Activity Report

60	PCE15EE081	KULWANT SINGH RAJPUROHIT
61	PCE15EE082	KUMAR HRISHABH .
62	PCE15EE083	KUNAL DHAWAN .
63	PCE15EE084	KUNTAL VERMA
64	PCE15EE085	KUSUM MEENA
65	PCE15EE086	LAKSHYA SWAMI
66	PCE15EE087	MAHESH KUMAR
67	PCE15EE088	MANISH NAVRIYA
68	PCE15EE089	MANISH SHARMA .
69	PCE15EE090	MANTU KUMAR .
70	PCE15EE091	MAYANK ALARIA
71	PCE15EE092	MAYANK CHIMNANI
-=72	PCE15EE093	MAYANK SEN
73	PCE15EE094	MD AFZAL .KARIM
74	PCE15EE095	MINAKSHI MEENA
75	PCE15EE096	MOHD AMIRUL REHMAN
76	PCE15EE097	MRATYUNJAY SHISHODHIA
77	PCE15EE098	MRIGANKA MATHUR
78	PCE15EE099	NARENDRA SINGH SUNDA
79	PCE15EE100	NARESH KUMAR RAJPUROHIT
80	PCE15EE101	NAVEEN JANGID