

MADEENATHUL ULOOM ARABIC COLLEGE
PULIKKAL, KERALA INDIA – 673 637

Informatics Centre

CERTIFICATE COURSE IN MICROSOFT POWERPOINT

(Duration: 30 hours)

OBJECTIVES

- To give the students a better understanding of the Microsoft PowerPoint and its operations, functions and usage
- To make students competent in personal computing
- To make them capable of creating professional-looking electronic slide shows
- To convince them of the role of PowerPoint in completing modern education with technical perfection.
- To introduce slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner

Module 1.

An introduction to Microsoft PowerPoint

Basics of Microsoft PowerPoint

Important features of MS PowerPoint

Module 2.

Benefits of Using Microsoft PowerPoint

Make presentations for personal and professional purposes

How to make a presentation more interactive and interesting

Design templates and animations

Slide elements

Module 3.

Clip Art

Graphs

Tables

Photographs

Charts

Media Clips

Videos

Module 4.

Uses of PowerPoint Presentation

Education

Marketing

Business

Creating Resumes

Assessment Pattern:

Assessment Tests (2) – Theory & Practical (30+70)

Maximum Marks: 100

Grading criterion:

A- 80 and above D- 35-49

B- 65 to 79 E- Below 35

C- 50 to 64

Course Duration: 5 weeks (30 hours)