



**GRIETSDC**  
Development Through Skills  
(www.grietsdc.in)

Ref: SDC/SET/03-24  
Dt:12.04.24.



### **Welcome to SET Series of Work Shops:**

SDC Education Transformation, an ecosystem dedicated to conducting industry-relevant workshops.

Our hands-on approach supplements academic learning, empowering students with practical skills beyond the curriculum.

We encourage student-led workshops, providing full support from topic selection to preparation.

Each workshop concludes with a capstone project, allowing participants to apply their knowledge.

Upon completion, participants receive recognition through awards and certificates, enhancing their professional credentials.

Join us in redefining education and shaping future industry leaders.



## MICROSOFT POWER POINT 360

Welcome to our Microsoft Power Point 360 workshop! PowerPoint is a powerful tool that allows students to create visually engaging presentations. Learning PowerPoint enhances students' communication skills by teaching them how to present information effectively. It helps students organize their thoughts and ideas in a structured manner, improving their ability to convey complex information.

By mastering PowerPoint, students can effectively showcase their projects, research, and ideas in a professional and visually appealing way.



In collaboration with Department of Computer Science & Engineering

Speakers : Dr. G.S.Bapi Raju & Team.

Program details:

SET Series : 02

Topic : Power Point (Basics to Advanced)

Date : 24.04.24

Duration : 9 am to 3 pm

Venue : Room no: 1407 (CSE Block)

Fee : Rs.150/- (Account details and Scan code are given in the last page).

*(Lunch and the participation certificate provided for all the registered students).*

**Note:** Students are advised to install the PowerPoint 360 online version software on their laptops before attending the workshop. Our team will guide you and stay in touch with you through the WhatsApp group.



**List of topics covered:**

<b>S. NO</b>	<b>TOPIC</b>		<b>INDEX</b>
1	Home	26	Shadows
2	Insert	27	Reflection & Glow
3	Draw	28	Shape effects
4	Design	29	Insert picture in shape
5	Transitions	30	End points
6	Animations	31	Create 3D shapes
7	Slide show	32	Merge
8	Record	33	Shadows
9	Review	34	Reflection & Glow
10	View	35	Shape effects
11	Help	36	Grouping & Ungrouping:
12	Shape format	37	Use Smart Art the right way
13	Image Format	38	Learn how to insert a Table (with hack)
14	Color Psychology	39	How to use gridlines & outlines
15	Eye dropper	40	Slide sorter & slide show
16	Scribble pen	41	Designer
17	Transparency	42	AI Tools
18	Gradients	43	Content Development
19	Inserting Audio	44	Prompts
20	Inserting Video	45	Structure Development
21	Photo album	46	Image creator
22	Selection pane	47	VBA Editor
23	GIFs	48	Content Development
24	Save as & alt key	49	Prompts
25	Various Hacks	50	<b>Capstone Project</b>



## OUTCOME

- \* After attending our workshop, you will gain mastery over Microsoft PowerPoint, from basic functions to advanced AI-driven features.
- \* Enhance your ability to create visually appealing presentations that stand out and grab your audience's attention.
- \* Develop confidence in your presentation skills and improve your overall communication abilities.
- \* Equip yourself with the tools to deliver clear, concise, and impactful messages in any setting.
- \* Learn how to organize information effectively, structure your content for maximum impact, and engage your audience.
- \* Acquire valuable skills that will benefit you in academic, professional, and personal scenarios.
- \* Understand how to leverage AI tools to streamline your presentation design process and enhance your storytelling.
- \* Gain practical experience through hands-on activities and interactive learning sessions.
- \* Receive personalized feedback and guidance from experienced instructor to help you refine your presentation style.
- \* Transform into a confident, skilled presenter ready to excel in any presentation challenge that comes your way.
- \* Join us and unlock your full potential as a presenter, equipped with the knowledge and skills to succeed in the digital age.

**Registration last date : 22.04.24**

Registration Link : <https://forms.gle/Xixqz764xTsch3ev7>

Dr.G.S.Bapi Raju  
Chief Instructor, SDC



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**PAY REGISTRATION FEE.**



Or

Bank Transfer: A/C details:

Name : GRIET Skill Development Cell  
Bank : Punjab National Bank  
Account No : 1882102100000041  
IFSC : PUNB0188210  
Branch : GRIET Campus, Bachupally.