



(A Venture of Chandigarh ETC Services Pvt. Ltd.)

An ISO 9001:2015 Certified Organisation with Completely Online Management System

Website : www.citcchandigarh.com

Course Syllabus: Certificate in MS Power Point

Batch Name: MS Power Point

Eligibility: 10th

Course Start: 1st of Every Month

Course Duration: 20 Hours

Course / Modules Paper

Paper 1
MS Power Point

Paper : MS Power Point

1: Power Point: Home

- 1.1 Starting MS Power Point
- 1.2 Elements of MS Power Point
- 1.3 Clip Board
- 1.4 Slides
- 1.5 Font Group
- 1.6 Paragraph
- 1.7 Drawing Groups
- 1.8 Editing Group

Shortcut Keys



2: Power Point: Insert

- 2.1 Insert: Introduction
- 2.2 Tables
- 2.3 Illustrations Group
- 2.4 Links
- 2.5 Text Group
- 2.6 Media Group

3: Power Point: Design

- 3.1 Page Setup
- 3.2 Adding Themes to Presentation
- 3.3 Changing Slide Background
- 3.4 Variants

4: Power Point: Animation

- 4.1 Animations: Introduction
- 4.2 Timing Group
- 4.3 Add Custom Animation to Objects
- 4.4 Add Animations to Text
- 4.5 Custom Animation as Exact Effect
- 4.6 Motion Path under Custom Animation
- 4.7 Removing Animation
- 4.8 Transition to This Slide Tab
- 4.9 Advance slide

5: Power Point: Slide Show

- 5.1 Slide Show: Introduction
- 5.2 Slide Show Starting from the Beginning
- 5.3 Setup Group

6: Power Point: Review

- 6.1 Proofing
- 6.2 Comments
- 6.3 Protect Presentation

7: Power Point: View

- 7.1 View: Introduction
- 7.2 Presentation View Group
- 7.3 Show/Hide
- 7.4 Zoom
- 7.5 Color Tab
- 7.6 Window Tab
- 7.7 Macro