

SEC COMPUTER CLUB

Club Convener: Ms. Rajni Khyriem (Faculty, Dept. of Computer Application)

Club Members:

1. Mr. Jeremy Kharchandy (Faculty, Dept. of Computer Science)
2. Ms. Sunila Chanu (Faculty, Dept. of Computer Application)
3. Mr. Melvin Majaw (Faculty, Dept. of Computer Application)

Report on the Crash Course on Microsoft PowerPoint
conducted by the Computer Club, St. Edmund's College, Shillong.

Name of the Course: Crash Course on Microsoft PowerPoint.

Course Coordinator: Mr. Jeremy Kharchandy (Faculty, Dept. of Computer Science)

Course Co-coordinators:

1. Ms. Sunila Chanu (Faculty, Dept. of Computer Application)
2. Mr. Melvin Majaw (Faculty, Dept. of Computer Application)
3. Ms. Rajni Khyriem (Faculty, Dept. of Computer Application)

Course Date: 21st March 2023 to 24th March 2023

Venue: BCA Lab 92

The aim of the course:

1. to give an opportunity to BCA students of the college to serve as instructors for the course and build up their communication and demonstration skills.
2. to familiarise B.A. degree students regarding MS PowerPoint and how to effectively use it.

Course Content:

PART 1:

(i) Introduction to PowerPoint; opening, closing & saving files (ii) Quick Access Toolbar (iii) Using Templates & PowerPoint options (iv) Slide Layouts & the Slides Pane (v) Importing slides from other ppts (vi) The Design Tab

PART 2:

(i) Creating a presentation (ii) Changing Transparency (iii) Working with Shapes, locking Shapes & filling Shapes with images (iv) Adding a title and subtitle & working with text boxes

PART 3:

(i) Selecting, aligning, grouping objects & applying animations on objects (ii) Duplicating and reformatting Slides (iii) Filling multiple Shapes with images (iv) Format Painter (v) Transitions

Participation and Outcome:

Fourteen students from the departments of English, Geography, Economics and Sociology participated in the course. The instructors (with the volunteers) followed up their **presentations with practical demos** that were observed to be very interactive. Students appeared to find it very comfortable interacting with their peers; it was easier for them to raise questions and discuss any issues they may have had during the practical sessions. The course was conducted in a very professional manner. The participating students provided feedback for the course on its last day using an online form. It was overall, very positive and encouraging.





Shillong, ML, India

Laitumkhrah, Shillong, 793003, ML, India

Lat 25.569020, Long 91.896773

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