



## **Faculty Orientation and Practice session on Word and Powerpoint presentation**

**Organized by**

**Academic Staff College, KLEF**

**28-06-2021 To 29-06-21**

Academic Staff College of KLEF organized Orientation and Practice Session on Microsoft Word and Powerpoint Facilitator: Mr. Hari Kiran Vege, HOD - CSE

- Microsoft Word Basics: Covered essential features such as formatting text, paragraphs, and pages.
- Advanced Word Features: Explored tools like styles, templates, and mail merge for efficient document creation.
- PowerPoint Fundamentals: Introduced basic functions including slide creation, layout customization, and adding multimedia elements.
- Design and Layout: Demonstrated techniques for designing visually appealing slides and organizing content effectively.
- Slide Transitions and Animations: Explored options for adding transitions between slides and animations to enhance presentations.
- Practice Exercises: Conducted hands-on activities to allow participants to practice using Word and PowerPoint features.
- Collaboration and Sharing: Discussed methods for collaborating on documents and presentations and sharing them with colleagues.
- Tips for Effective Presentations: Shared strategies for delivering engaging presentations and effectively communicating ideas.
- Accessibility Considerations: Highlighted the importance of creating accessible documents and presentations for diverse audiences

Dr A Srinath

Principal – Academic Staff College

