

7/17/2018

Chennai

From

Dr. D. Maheswary, Assistant Professor  
Bharath Institute of Higher Education and Research,  
Chennai

To

The Dean  
Sree Balaji Medical College  
Bharath Institute of Higher Education Research,  
Chennai

**Sub: -Permission to conduct value-added course: Beginner to Pro in Power point**

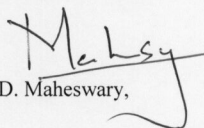
Respected sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: Beginner to Pro in Power point on 7/31/2018 for a period of three weeks

We kindly solicit your kind permission to commence the program.

Warm Regards,

Course Coordinator

  
Dr. D. Maheswary,

**Sree Balaji Medical College & Hospital,**  
Chennai - 600 044

**VALUE ADDED COURSE –Beginner to Pro in Power point**

**COURSE CO-ORDINATOR DETAILS**

**Faculty Name:** Dr. D. Maheswary, Assistant Professor

**Email ID:** Maheswary.d@bharathuniv.ac.in

**Mobile number:** 9791633196

# **Sree Balaji Medical College & Hospital,**

Chennai - 600 044

Date: 7/21/2018

## **CIRCULAR**

### **Notification for Value added courses**

The School of Allied Health Sciences is scheduled to offer a Value added Certificate Course on **"Beginner to Pro in Power point"** from 7/31/2018 for a period of 3 weeks. Interested students can approach Dr. D. Maheswary, Assistant Professor and Course Coordinator, School of Allied Health Sciences for registration and for further details on or before 7/26/2018

### **Eligibility- Students of School of Allied Health Sciences**

  
DEAN

#### **Copy to:**

Vice Chancellor

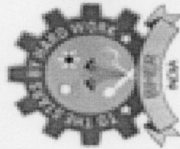
Pro Vice Chancellor

Additional Registrar

Deans

CoE

Heads of Departments



Sharath Institute of Higher Education and Research  
Sree Balaji Medical College & Hospital



SCHOOL OF ALLIED HEALTH SCIENCES

## Certificate of Participation

This is to certify that Mr./Ms. Thanga Vijay C

has attended two weeks Value added Course on *Beginner to Pro in Power point* conducted by .

School of Allied Health Sciences

Dr. W.M.S. JOHNSON  
Dean,  
SEMICH



## Name of Course : Beginner to Pro in Power point

### Course Description

Microsoft PowerPoint is the de facto presentation service for people who want to create slideshows. It's software that's normally used in an enterprise with sales people who want to share ideas in front of a large audience, but even small businesses and individuals can use it to display ideas. This course gives you basic information to get you started with PowerPoint.

The first part of the course focuses on working with slides and the ways that users can customize layouts. Objects make up the content seen in a slideshow presentation, so we cover the way to add and edit text, images, shapes, diagrams, graphs and charts. These objects are common in PowerPoint presentations, so they will make up a majority of your slides.

Graphs, charts and images are common objects in slides, so we cover the ways that you can add these objects and customize them using themes and colors. Charts and tables display information to viewers, and we show you how to set up these objects to accurately convey numbers and data to potential customers.

We also help you with themes, so you can stylize your layouts and objects. Themes contain predesigned color themes, but you can create your own themes that match your preferences. Included with styles is transitions and animations. We cover the ways that you can animate your presentations to make them more appealing to readers.

Finally, we tell you how to print and share slides. Microsoft Office includes OneDrive for file sharing and collaboration. This course takes you from building attractive, compelling presentations to sharing and collaboration with other users. You can then successfully build slides ready for your target audience.



Lesson 10: Charts

Lesson 11: Adding Sound and Video

Lesson 12: Adding Transitions and Animation

Lesson 13: Working with Master Slides

Lesson 14: Working with SmartArt

Lesson 15: Printing, Sharing, and Exporting Slides

Beginner to Pro in Power point	45
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Register No.	Name
PM2016001	ABDUL RAHIM U
PM2016002	SHALINI G
PM2016003	POORNIMA V
PM17 OTAT 082	Ajmal Roshan T
PM17 OTAT 083	Akshaya K
PM17 OTAT 084	Ashwin Pandian M
PM17 OTAT 085	Athira V S
PM17 OTAT 086	Banupriya R S
PM17 OTAT 087	Bhargavi V
PM17 OTAT 088	Chandru R
PM17 OTAT 089	Dhanushya S
PM17 OTAT 090	Eswari S
PM17 OTAT 091	Gowthami S
PM17 OTAT 092	Harisa S
PM17 OTAT 093	Jalaludeen S
PM17 OTAT 094	Joswa S
PM17 OTAT 095	Jothi I
PM17 OTAT 096	Karthick A
PM17 OTAT 097	Keerthika R
PM17 OTAT 098	Logesh P
PM17 OTAT 100	Monisha M
PM17 OTAT 101	Pavithra P
PM17 OTAT 102	Quincy A
PM17 OTAT 103	Sangeetha M
PM17 OTAT 104	Saran Kumar S
PM17 OTAT 106	Sneha M
PM17 OTAT 107	Subiksha S
PM17 OTAT 108	Thanga Vijay C
PM17 OTAT 109	Thivya S
PM17 OTAT 110	Udhaya kumar P
U AH 18 02 052	DALITHA P S
U AH 18 02 053	DEEPA K G
U AH 18 02 054	DINESH KUMAR L
U AH 18 02 055	DRISYA C
U AH 18 02 056	GOPIKA GIRISH
U AH 18 02 057	JAYASEELAN M
U AH 18 02 058	JUSTIN K MANOJ
U AH 18 02 059	KIRTHIGA P
U AH 18 02 060	LINDA ANN BINU



U AH 18 02 061	MADHUVARTHINI K
U AH 18 02 062	MONISHA V
U AH 18 02 064	NIHAD
U AH 18 02 065	NIKITHA A
U AH 18 02 066	RAGHUL T
U AH 18 02 067	RAYAN SAMSUTHEEN