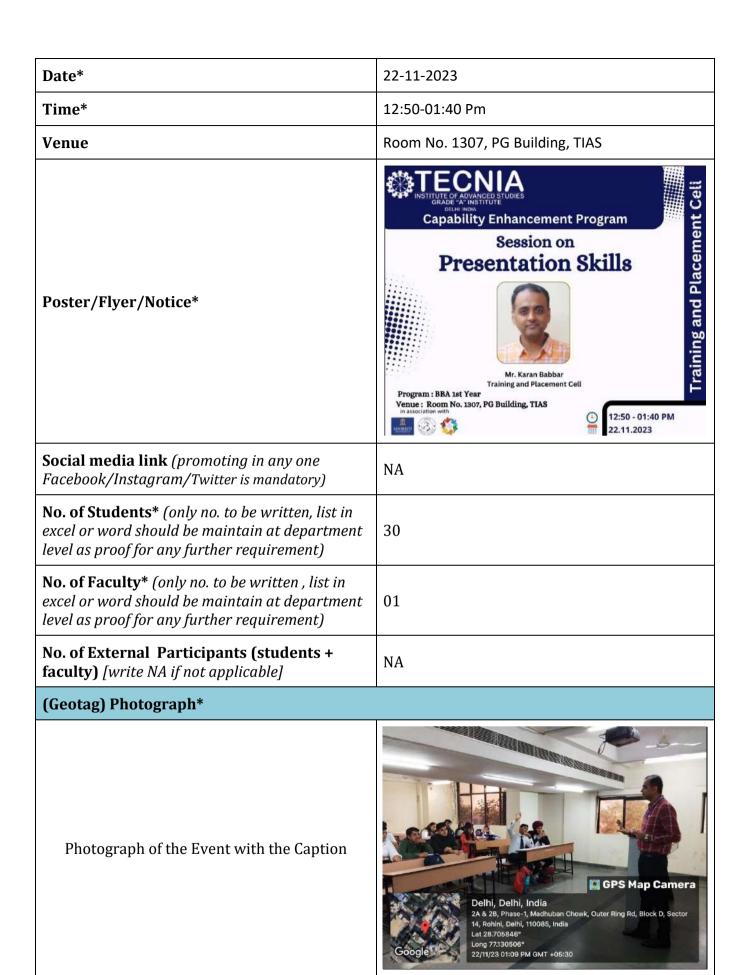


Report on Presentation Skills (BBA 1st Year)

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Title of Activity*	Presentation Skills (Word, Excel &Powerpoint)				
Values	Presentation Skills				
Learning Outcomes	 The Presentation skills (Word, Excel & Power-Point) are important for anyone who wants to be able to communicate effectively with others. The Students understood the importance of body language effectively and how use your voice effectively. Thesestudents understood how to use images and graphics to illustrate the points in Word, Excel &Powerpoint and making it a clear, concise and engaging way of communication. 				
Organized by (Dept./ Centre/ Cells/Clubs/ Committees Name)*	Training and Placement Cell				
Program Theme*	Presentation Skills				
External Expert / Internal Expert	Internal Expert				





Report: Description in (min 250 to max 800 words)*

A Session on Presentation Skills was organized by Training and Placement Cell, TIAS on 22.11.2023 for the students of BBA1st Year students under the ambit of Capability Enhanced Program. The speaker was Mr. Karan Babbar, Assistant TPO, TIAS as Resource Person and Dr. Nivedita, Head Training and Placement Cell, TIAS.

The Resource person Mr. Karan Babbarinformed the details of Word, Powerpoint& Excel. The below are the main pointers which are highlighted below;

- 1. *Use a consistent style:* Make sure that all of your slides have the same font style, size, and color scheme. This will make your presentation look more professional and polished.
- 2. *Use images and graphics*: Images and graphics can help to make your presentation more visually appealing and can also help to illustrate your points.
- 3. *Keep your slides concise:* Don't overload your slides with too much text. The best slides will have a few key points and an image or graphic

Recourse Person Profile	to illustrate those points. 4. Use a presentation template: Microsoft Word has a number of presentation templates that you can use to get started. These templates can help you to save time and create a professional-looking presentation. 5. Practice your presentation: The best way to ensure that your presentation goes smoothly is to practice it beforehand. This will help them to become familiar with your material and will also help you to identify any areas where you need to improve. 6. Know your audience: Tailor your presentation to your audience. This means considering their level of knowledge and their interests. After the session, students were also provided certain shortcuts for Word, Excel &Powerpoint such as (Ctl +H, F7, Ctrl + Enter). The students were able to understand the skills of presentation skills and to effectively communicate your ideas and achieve goals in education and corporates. Mr Karan Babbar, Assistant TPO, TIAS
Attendance Sheet*	Attached at the end of Report
Feedback	Feedback Attached at the end of Report
Report Submitted by Convener (write faculty coordinator name)	
For Office Use	
Signature of Event Coordinator	Karan Babbar Assistant TPO TIAS
<u>List of Beneficiary</u>	Attached Below

Fields marked with '*' are mandatory

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