

Certificate Course in Open Office (Apache)
CCOO-03T: Presentations

MAX. MARKS: 100
EXTERNAL: 70
INTERNAL: 30
PASS: 40%
CREDITS: 6

OBJECTIVE:

Objective of this paper is to equip with skills of Powerpoint Presentations, adding text and graphics to presentations, text formatting and spreadsheets.

Section -A

Unit I: Introduction to Presentations, What is a good presentation?, Design principles, Purpose of the Presentation, The Design Process, Graphics and illustrations, Most Common Mistakes in Presentations, Using the Application, Working with Presentations, Window Layout, Opening an Existing Presentation Using the File Menu, Saving a Presentation, Saving a Presentation in Different Formats, How to Use the Help Function

Unit II: Creating a New Presentation, Using Pre-defined Presentation Templates in Presentation, Creating a Presentation from Scratch, Slide Layouts, Adding, Copying and Deleting Slides, Creating and Applying Presentation Views, Creating a Master for Presentation, Adding a Graphic or Object

Section -B

Unit III: Adding Text to Slides, Enter Text into Placeholders, Title Placeholder, Text Placeholder, Adding Text in Outline View, Adding a Textbox to a Slide, Copy, Move and Delete Text and Text Boxes, Formatting Text, Work with Tables in Presentations

Unit IV: Inserting Charts, Different Chart Types, Identifying the Parts of a Chart, Inserting a Simple Chart, Importing Charts and Tables from a Spreadsheet, Working with Graphics, Graphical Object, Inserting Clip Art, Inserting an Image from File, Using the Art Gallery to Draw Objects, Move/Delete/Copy a Selection of Objects, Preparing your Presentation, Animation Effects on Text and Objects, Add Presenter Notes to Slides