

**COMPUTER DEPARTEMNT
LORETO COLLEGE**

TIME PLAN 2023-2024

Name of the teacher: CHANDRANI SENGUPTA/ CHINMOYEE RAY

Initials: CSG/ CR

Teaching Objective:

- To cover overall concept of PowerPoint presentation and ways to create it more presentable in all sorts of different unique ways, using advanced tools and applications.

2nd Semester Topic-wise Time Plan

Topics	Hours allotted	Topics (as per curriculum)	Learning outcome (output)	Assessment
1	10	Introduction to MS PowerPoint	Demonstrate the purpose of PowerPoint	5
2	15	Editing Presentation	Construct different slides as per given topic	10
3	10	Formatting presentation	Format all the slides using different presentation tools	20
4	11	Working with tables and Charts	Evaluate and prepare a table and chart as per data record	5
5	34	Working with Multimedia	Apply audio and video to different slides to make it more presentable	5
6	19	Sharing presentation	Organize properly and can create a ppt for demonstration	2
7	15	Advanced presentation components	Apply all sort of advance tools for better look of PowerPoint presentation	3