

क्र. CIT-04/1011/PP2909-0110

दि 7th जुलै 2011

प्रति,

संचालक/उपसंचालक/आयुक्त/उपआयुक्त/सह आयुक्त/अतिरिक्त आयुक्त/अधीक्षक/मुख्य कार्यकारी अधिकारी/व्यवस्थापकीय संचालक/अध्यक्ष/निबंधक/कार्यकारी अभियंता/अधीक्षक अभियंता/उपअधीक्षक अभियंता/संगणक अधिकारी/मुख्य अधिकारी

विषय- Training Programme on Add Power to PowerPoint Presentations प्रशिक्षण दि 29 सप्टेबर ते 1 आक्टोबर 2011

महोदय,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, Training Programme on Add Power to PowerPoint Presentations या विषयाबाबतचे प्रशिक्षण दिनांक 29 सप्टेबर ते 1 आक्टोबर 2011 याकालावधीत यशदामध्ये आयोजित करण्यात आले आहे. Microsoft PowerPoint चा अधिकाधिक चांगला वापर कसा करायचा याबाबत प्रशिक्षण दिले जाईल. सदर प्रशिक्षणात अंतर्भूत असलेल्या विषयाचा संक्षिप्त तपशील खालीलप्रमाणे आहे.

विषय-

- Learning the simple presentation strategies
- Outlining your content, Building a basic presentation from the outline
- Using Graphs, Word Art
- Adding motion, sound and animation
- Designing Looks and Templates
- Adding Special effects
- Preparing / Rehearsing your presentation
- Hosting your presentation on the Internet and customizing PowerPoint
- Creating simple Flash presentations

नामनिर्देशन - या प्रशिक्षणासाठी आपल्या विभागामार्फत वर्ग 1 / वर्ग 2 चे अधिकारी (जास्तीत जास्त दोन) नामनिर्देशित करावेत. प्रशिक्षणाचे तपशीलवार माहितीपत्रक व नामनिर्देशनाचा नमुना सोबत जोडला आहे.

आपली,

Udgaonkar

(उज्वला उदगावकर)

सत्र संचालक

सहपत्र- 1) प्रशिक्षणाची तपशीलवार माहिती व 2) नामनिर्देशनाचा नमुना

Course Details

01. Name of Training Programme – Training on Add Power to PowerPoint Presentations

02. Duration- 29th Sep to 1st Oct 2011

03. Objectives-

At the end of the course, participants will be able to-

- create simple presentation
- outline your content and building a basic presentation from the outline
- use Graphs, Word Art
- add motion, sound and animation
- design looks and Templates
- format your presentation
- add special effects
- deliver your presentation
- host your presentation on the Internet and customizing PowerPoint
- create simple Flash presentations

04. Profile of Participants-

- Any Class I / Class II officer from your department who will find this training useful (Maximum 2)

05. Course fee – N.A.

06. Course Schedule

- **Last date of receiving nominations:** 22nd August 2011
- **Method of sending nominations:** Competent authority may send nomination either by
 - Post or Fax
 - E-mail on ciryashada@rediffmail.com or ujwala.udgaonkar@gmail.com
- **Last date of receiving confirmation from YASHADA:** 17th Sep 2011. If any confirmation is not received by 17th Sep 2011, kindly obtain the same by fax, phone or e-mail, latest by 26th Sep 2011 from Smt. Ujwala Udgaonkar, Course Director.
- **Venue:** CIT, Computer Center, YASHADA
- **Date of Report:** The officers should join this training latest by 09.00 am on 29th Sep 2011, only after obtaining confirmation from YASHADA either by phone or by E-mail.



Return Following Memo to YASHADA upto 22nd August 2011

Confirmation Memo

With reference to your letter dated 7th July 2011, we wish to communicate that
(please select appropriate option below)

Following officer / employee will be attending the **Add Power to PowerPoint Presentations on 29th Sep to 1st Oct 2011 at YASHADA Pune.**

OR

We regret to communicate that we will not be in position to nominate any body.

My Contact details are as under.

Name	Mailing Address	Designation		Mobile	
		Telephone (Office)		Fax	
		Pin Code		e-mail	
Name	Mailing Address	Designation		Mobile	
		Telephone (Office)		Fax	
		Pin Code		e-mail	

Signature

Name
Designation of
Nominating Authority

Date / /2011

To,
Smt Ujwala Udgaonkar
Course Director
Center for Information Technology
YASHADA
Raj Bhavan Campus, Baner Road,
PUNE 411007

e-mail ujwala.udgaonkar@gmail.com
office tel- 020 25608277
fax – 25608100

राजभवन आवार, बाणेर रस्ता, पुणे 411 007 ☎ (020)25608277, कार्यालयीन वेळेनंतर (020)25608271 फॅक्स 25608100

Raj Bhavan Complex, Baner Road, Pune 411 007
Website- www.yashada.org