

SWASTICK YOUTH COMPUTER TRAINING CENTRE















(A Government of West Bengal Initiative Under the Directorate of Youth Services)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S),

Block-Patharpratima, Pin-743349, Contact No. 9733600064/7718553373/6296509518

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1. To Create a PowerPoint Presentation on Swastick Youth Computer Training Centre (Govt. of West Bengal).
 - a) At first take few slide (6) by press Ctrl+M (New Slide) from keyboard.
 - b) Change Slide Layout (Title Slide / Title and content / comparison / two content / Content with Caption / Blank etc.)
 - c) Write full name of Computer Training Centre and Address on the 1st Slide.
 - d) Write Computer Training Centre name on the 2nd slide and insert any building picture from your pc.
 - e) Write the following content on the 3rd slide:

Courses offered at this Institute	
<u>Certificate</u>	<u>Diploma</u>
 CITA	 DITA
 CFAS	 DFAS
 CDTP	 DDTP
 CBM	 DMAVE
 CCHM	 DCHM
 CCAD	 DBCO
 CWD	
 CCST	

- f) Write the following content on the 4th slide:

Course Fees & Payment Schedule

- ✓ Course For CITA, CDTP & CFAS Courses: Rs.1900/- Only
 - ✓ Admission Fee: Rs. 100/- Only
 - ✓ Total Fees Payable: Rs.2000/- Only
 - ✓ Fees Payment Schedule: Rs.600 at the time of admission & Rs. 350/- per Month from 2nd month X 4.
- Left Side column*
- ☞ Course Fee For DITA,DFAS & DDTP Courses: Rs.5000/- Only
 - ☞ Total Fees Payable: Rs.5000/- Only
 - ☞ Fees Payment Schedule: Rs.600 at the time of admission & Rs. 350/- per Month from 2nd month X 4 Then Rs.1000/- at the beginning of 2nd semester & Rs.500/- per Month from the 7th Month X 4.
- Right Side column*

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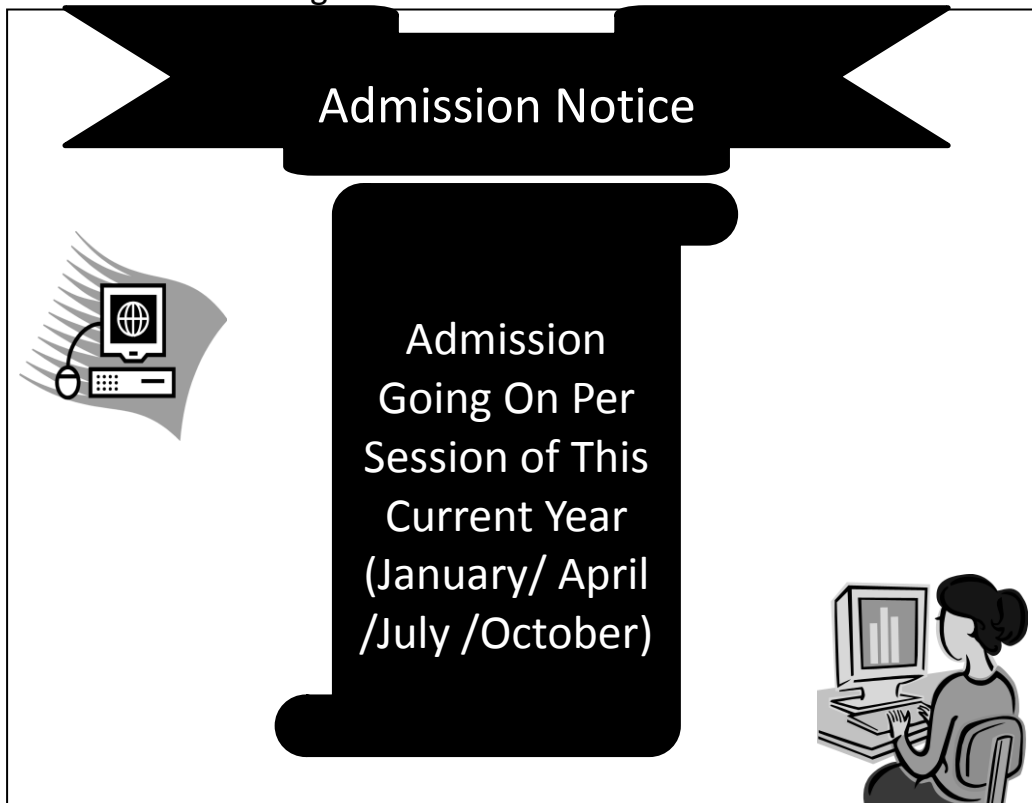
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g) Write the following content on the 5th Slide

<h2><u>Facilities</u></h2> <ul style="list-style-type: none"><input type="checkbox"/> Lab Facilities<input type="checkbox"/> Experience Faculty<input type="checkbox"/> Study Materials<input type="checkbox"/> Job Oriented Lesson Plan<input type="checkbox"/> 1:1 Computer<input type="checkbox"/> Free Spoken English Class<input type="checkbox"/> Students Feedback<input type="checkbox"/> Examination / Evaluation Process<input type="checkbox"/> Final Citation / Certificate	<h2><u>Rules & Regulations</u></h2> <ol style="list-style-type: none">1) The students have to be very punctual in attending theory & practical classes.2) Student must have attend at least 75% and above for practical & online exam.3) No Smoking in this institute area.
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h) Create the following content on the 6th slide:



The graphic features a large black banner at the top with the text "Admission Notice" in white. Below the banner is a large black vertical rectangle containing the text "Admission Going On Per Session of This Current Year (January/ April /July /October)" in white. To the left of this rectangle is an icon of a computer monitor with a globe on the screen, a mouse, and a keyboard. To the right is an illustration of a person sitting at a desk, working on a computer.

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2. Display all slide and read all contents from presentation.
3. Apply Different background Color and themes on the every slide.
 - a. Change Theme Color.
 - b. Change Theme Font.
4. Apply Transition of this Slide.
 - a. Set transition Speed
 - b. Set advanced slide for automatically slide show after few seconds.
5. Apply Header & Footer On the Slide
 - a. Write Computer Course name on the Header position.
 - b. Apply Slide no. & Date Time on the slide footer position.
6. Insert Clipart picture on the slides.
7. Apply custom animation on the every slide (Entrance/ Emphasis/ Exit/ Motion paths)
 - a. Apply Add Effect on the every text.
 - b. Apply Add Effect on the every clipart picture.
8. Apply Loop on this created presentation.
9. Apply Comment on the 1st slide Computer Centre Name(*established on 16th December,2016 with Respected Samir Kumar Jana[MLA, Pathar Pratima Block]*)
10. Create a Hyperlink any picture on the Computer Clipart Picture in the slide no 6th. Run this slide and show hyperlink.
11. Protect this presentation with your first name.
12. Save this presentation with your name and course.
13. Save this presentation with “power point show” mode on the desktop.