



# Index INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Ref.No. IIDS/Misc. TP/2021/

Date: 05<sup>th</sup> August 2021

## CIRCULAR

This is to inform all the faculty members that a training session on the topic **“Effective delivery and usage of MS Power point presentation”** will be organized on 07<sup>th</sup> August 2021 between 2 pm to 4 pm at Lecture Hall 1 (Ground floor) by Dr Kratika Mishra, Associate Professor, Department of Orthodontics and Dentofacial Orthopaedics.

All teaching faculties are requested to attend this programme without fail.

Regards,

Dean

Index Institute of Dental Sciences



Copy for information to:

- Registrar, Malwanchal University
- All concerned authorities
- File

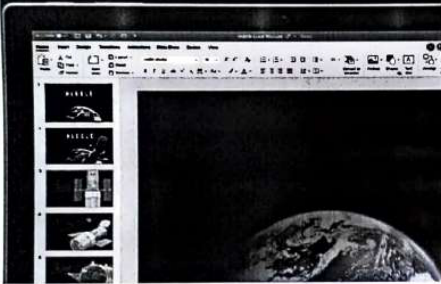
Prepared by: Shoeb Mansuri

04/3/22  
Registrar  
Malwanchal University  
Indore (M.P.)



**MALWANCHAL UNIVERSITY**

**INDEX INSTITUTE OF DENTAL SCIENCES  
INDORE (M.P.)**



**Effective Delivery and usage of  
MS Power Point  
Presentation**

**OBJECTIVE**

Outlook of the content; Structure of the presentation; Understanding effective usage of AV aids; Improvising style of writing.

**ABOUT**

With the world tackling the challenge of COVID-19, digital education has once again taken the front seat to steer the education sector in forward mode. Whenever the idea of digital content creation comes up, effective presentation is the first thing that any educator would want to learn.

Students of 21st century are so content driven now-a-days that they always filter out the best from the better and to hook them up to the screens, one definitely requires to keep their presentations up to the mark as well as limit it so as not to let them feel procrastinated, while at the same time keeping them actively involved in the session.



**REGISTRATION DETAILS**

Speaker : Dr Kratika Mishra  
Contact Person: Dr Himanshu Kanungo,  
Professor & Head, Department of  
Orthodontics & Dentofacial Orthopaedics  
Target Group: Teaching Staff, IIDS  
Schedule: 2:00 pm-4:00 pm  
Date: 07th August 2021  
Venue: LH-1, IIDS, Ground Floor



04/11/21  
Registrar  
Malwanchal University  
Indore (M.P.)

**COURSE OUTCOMES:**

The course will help the participants to:

1. Understand the usage of slide master feature for creating innovative templates.
2. How to use 10/20/30 rule of presentation.
3. What is 5-5 rule of presentation.
4. How to inculcate the habit of less write-up and more digital.



# Index

## INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



### Report on Training Program for Teaching Faculties

With the world tackling the challenge of COVID-19, digital education has once again taken the front seat to steer the education sector in forward mode. Whenever the idea of digital content creation comes up, effective presentation is the first thing that any educator would want to learn. Students of 21<sup>st</sup> century are so content driven now-a-days that they always filter out the best from the better and to hook them up to the screens, one definitely requires to keep their presentations up to the mark as well as limit it so as to not let them feel procrastinated, while at the same time keeping them actively involved in the session.

Keeping the above requirements in mind, Index Institute of Dental Sciences, Malwanchal University conducted a value-added course, for its faculty members, on the topic "*Effective delivery and usage of MS Power-point presentation*" by Dr. Kratika Mishra, Associate Professor, Department of Orthodontics, IIDS, Indore on 07<sup>th</sup> August 2021 at Lecture Hall 1 (Ground floor).

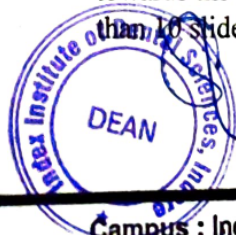
The objectives of the programme were:

- 1 Outlook of the content
- 2 Structure of the presentation
- 3 Effective usage of AV aids
- 4 Style of writing

The session was inaugurated by a welcome speech of Prof. Dr Satish Karandikar, Dean, IIDS, Indore and lamp lighting by the speaker and faculty members, followed later by saraswati Vandana recited by the extremely talented choir group of IIDS.

During this 4 hours of extensive presentation, DrKratikaguided the faculty members with various key aspects of power-point presentation which included the use of slide master feature to create a simple and consistent design templateand also stressed on use of contrasting colors for text and background.

While putting a note on simplification of presentations, she converged everyone's attention towards the 10/20/30 rule of power-point that meant no power-point presentation should be more than 10 slides, longer than 20 minutes and use font size smaller than 30 points.



Registrar  
Malwanchal University  
Indore (M.P.)

Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: +0731-4013700

Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in

City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008

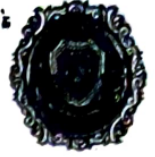


# Index

## INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



While taking on questions, midway, she also exemplified on using the rule of 5-5 to keep the audience from feeling overwhelmed, wherein the presenter should use no more than 5 words per line of text and 5 lines of text per slide.

DrKratika also commented on the usage of good quality pictures taken from a proper referenced source to keep up the authenticity of the presentation.

Keeping the audience hooked for the day, she had also kept a session of hands-on post lunch break, for the faculty members regarding various features such as chart animation, QR4 office addin, ctrl+shift+drag feature for duplication of images, format background etc.

The audience was overly elated to having learnt so many new features which now could be used for their effective presentations in classrooms.

After the Q/A session, the conclusion speech reminding faculty members on the importance of keeping themselves updated with new features and vote of thanks was delivered by Dr Rolly S. Aggarwal, Vice Dean, IIDS followed later by a group photograph session.



04/3/22  
Registrar  
Malwanchal University  
Indore (M.P.)



# Index

## INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Training Session: Effective delivery and usage of M.S. Powerpoint Presentation

Course Coordinator: Dr Kratika Mishra

Date: 05<sup>th</sup> August 2021



Course Coordinator

Prepared by: Shailesh Rajoriya

Registrar  
Malwanchal University  
Indore (M.P.)



Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: +0731-4013700  
Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in  
City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008



# Index

## INSTITUTE OF DENTAL SCIENCES

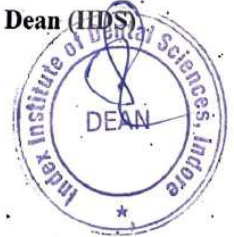
(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)

Constituent Unit of Malwanchal University, Indore



Course Coordinator

Dean (IDS)



Prepared by: Shailesh Rajoriya

Registrar  
Malwanchal University  
Indore (M.P.)

Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: +0731-4013700  
Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in  
City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008



# Index

## INSTITUTE OF DENTAL SCIENCES

(Recognised by Dental Council of India  
& Ministry of Health & Family Welfare, New Delhi)  
Constituent Unit of Malwanchal University, Indore



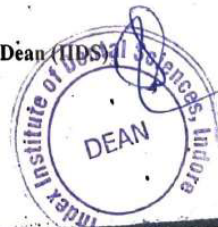
Training session: Effective Delivery and Usage of M.S. Powerpoint Presentation  
Course Coordinator: Dr Kratika Mishra  
Date: 05<sup>th</sup> August 2021

S. No.	LIST OF ATTENDEES
1	DR. SATISH KARANDIKAR
2	DR. BHOOPENDRA SINGH RAJPUT
3	DR. ATUL KALA
4	DR. SHYAMALENDU LASKAR
5	DR. RAJEEV SRIVASTAVA
6	DR. RAVISH TONGYA
7	DR. RAVEENA MAKKER
8	DR. RAHUL RAZDAN
9	DR. VEDANT PATEL
10	DR. NENCY PARIHAR
12	DR. ROLLY S. AGRAWAL
13	DR. DEEPTI PITALIA
14	DR. SHAKTI SINGH MEENA
15	DR. MAGESH KUMAR
16	DR. PALLAVI SINGH
17	DR. RINKU SAINI
18	DR. SAPNA RAJE
19	DR. TRISHNA MHAPSEKAR
20	DR. VANASI MEGHA
21	DR. ABHISHEK SINHA
22	DR. HIMANSHU KANUNGO
23	DR. KRATIKA MISHRA
24	DR. NAVNEET AGRAWAL
25	DR. GAURAV MISHRA
26	DR. GANGA DUBEY
27	DR. DEEPAK S. JHA
28	DR. DHEERAJ SHARMA
29	DR. HIMANSHU SINGH
30	DR. TANVEE PARANJAPE
31	DR. GAURAV MISHRA
32	DR. PRIYANKA GUPTA
33	DR. BRIJESH PATEL
34	DR. JAYA SINGH
35	DR. HIMANSHU SHARMA
36	DR. POONAM TOMAR RANA
37	DR. PRIYANKA GUPTA
38	DR. MUKESH GUPTA
39	DR. RANJAN MANI TRIPATHI
40	DR. MAMTA SINGH
41	DR. URVASHI TOMAR

Course Coordinator

Prepared by: Shaliesh Rajoriya

Dean (IDS)



Registrar  
Malwanchal University  
Indore (M.P.)

Campus : Index City, NH-59A, Nemawar Road, District: Indore- 452016 (M.P.) Ph.: +0731-4013700  
Email : dental@indexgroup.co.in, Website : www.indexgroup.co.in  
City Office : 104, Trishul Apartment, 5, Sanghi Colony, A.B. Road, Indore M.P. - 452008