

One-Week Workshop on “Computer Literacy – Work Smarter Using MS Office Tools”

The Department of Computer Science and Applications has organized a One-Week Workshop on “Computer Literacy – Work Smarter Using MS Office Tools”. The Commencement of workshop was on 11th September, 2023 till 16th September, 2023 (From Monday to Saturday). The venue was Computers’ Lab and the time was at 01:00 PM to 03:00 PM.

The resource persons, who conducted this workshop, were Prof. Priyanka Bhatia and Prof. Harjot Kaur. The Head of the Department of Computer Science and Applications Prof. Dr. Ajay Dutta delivered the opening speech and addressed the students regarding the usefulness of knowing these tools in different sectors of career field. On first three days, students were taught about MS Excel formulas and different types of functions, creating charts and Google Sheets. On last three days, students increased their knowledge, theoretically as well as practically, about MS Word and other word processing tools. All the basic as well advanced level information have been provided to the students like Proper page setup, alignment, border, tables, diagrams, sorting, find and replace, mail merge, macros etc.

Around 50 students have gained knowledge from this workshop. This workshop was open for students of different streams like PGDCA(first semester), B.A.(first semester), B.Sc.(first semester), 11th and 12th. The feedback of students regarding this workshop was very positive.



