

Report

4-Day Capacity Building Workshop On Computers (An IQAC Initiative)

(October 15-18, 2018)

A Computer Literacy Workshop was organized by IQAC, Mata Sundri College for Women (University of Delhi) from 15th October, 2018 to 18th October, 2018. . The Resource Persons for the event were Ms. Priyanka Gupta , Assistant Professor , Department of Computer Science, Mata Sundri College for Women and Ms. Sangeeta Pathak, Computer Faculty, Vocational Department Mata Sundri College for Women. The Workshop was attended by 15-20 Teaching and Non-Teaching staff members of the College. The main objective of the workshop was to provide training in the basic computer software applications.

The first day of the workshop began with the presentation on the basics of the Computers followed by hands-on session on Windows Operating System which covered topics like how to use Windows, work with drives, folders, how to create, open, save, and close files.

On the second and third day there was a hands-on session on Microsoft Word Processing which covered the following topics:

- Create a new document, open an existing document, insertion of text, save and close a document etc.
- Adding bullets and numbering, how to align text , how to cut , copy and paste text in the document and how to format the document.
- Insert a table, insert a clip art/ pictures in a document.

The fourth day began with the introduction to Microsoft Power Point Presentation which covered the following areas:

- Creating a new Power Point presentation open an existing presentation, insert and delete a slide, save and close a presentation etc.

- Different ways to view and edit a Power Point presentation.
- How to add transitions, effects, animations and sounds to your slides

The 4-Day Workshop organized by IQAC was a success and well appreciated by one and all. The participants found the workshop very informative and fruitful.