

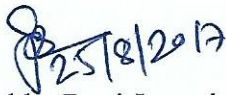
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Reports on Workshop on “Ms-Word, Excel and Power-point” by department of IT.

Department of IT, A.M.B.S.Mahavidyalaya, Amarpur has organized a training workshop/program at IT department lab from 1.00 PM to 3.30 PM w.e.f. 7/8/2017 to 11/8/2017 in the institution. The Department has organized this workshop in continuation with the topic that was completed on the last year i.e. on 2016. Total 15 faculty's members including guest faculty of this college have actively participated in the said workshop.

In the information era, all the individuals are mandate to know about the computers and basics of word processing along with spreadsheet and presentation software. So, the main goal of this workshop is to enhance our teaching faculties with the word processing, spreadsheet and power-point. On the starting day, faculties were again reminded what have learned from the last workshop and basics of word processing. In the word processing, faculties were empowered with all the functionalities such as copy and paste, cut and paste, font size and type, page orientation, page, insertion of table, images, pictures, chart, shapes, creation of drop cap, word art, watermark etc. In case of spreadsheet, basic knowledge regarding sheets, books along with cells properties are discussed with practical practices. The basic formulation for addition, subtraction, auto sum, insert function and data filtering and sorting. Lastly, in power-point application, insertion of new slide, designing and animation and slide showing are *highlighted*.

The workshop has presided over by the Dr. Pradeep Kr. Deepak, Principal-in-charge, A.M.B.S.Mahavidyalaya, Amarpur on the last day of the workshop.


25/8/2017

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25/8/2017

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