

TEQIP – II: Center of Excellence in Signal and Image Processing Sponsored
Three Day's Workshop on Computer Literacy
25th - 27th March 2015

Shri Guru Gobind Singhji Institute of Engineering and Technology Nanded had organized a three day's workshop on "Computer Literacy" from 25th to 27th March 2015. Ten research scholars and three technical assistants from the host Institute, has conducted this training programme. This mission of this training programme was to introduce basics of computer and its effective use to the primary school teacher's from rural areas in Nanded district. The workshop on Computer Literacy was conducted in the computer lab with parallel theory session and its practical implementation of the taught topic.

Participants:

There were in total 45 primary school teachers from rural areas in Nanded district as participants.

Facilitators:

Ten Research Scholars and three Technical Assistants from Shri Guru Gobind Singhji Institute of Engg. & Tech., Nanded

Workshop objectives:

1. Introduction to Computer, Input/ Output Devices.
2. Use of Microsoft Office – Word, Excel, and PowerPoint.
3. Introduction and use of Internet, E-commerce and Necessary softwares.
4. Effective use of Google Chrome.

On day 1, Training programme started at 09:30 am with function of one hour of inauguration and introduction of participants. Honorable Director of the host institute, Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded was chief guest for this function. In the first session which was from 11:15 am to 12:45 pm, Ravi Kamble and Prasanna Porwal gave brief note on fundamentals of computers. They also explained participants about the use different input and output devices of the computer. In the second session which was from 1:45 pm to 3:15 pm, Ganesh Singadkar and Manjiri Ranjanikar introduced participants to Microsoft Office Word with some simple practice examples. After tea break Ravi Kamble and Mukund Nagare continued the session of Microsoft Office Word with giving exposure to participants about shortcut commands and some other examples between 3:30 pm to 5:30 pm.

On Day 2, Session started at 9:30 am, Hemprasad Badgujar and Mukund Nagare continued the talk Microsoft Office Word with few examples extending the previous ones for about one and half explained the practicality of MS-Word so that participants could be able to use word in there

official work. In the second session between 11:15 am to 12:45 pm, Hemprasad Badgujar and Aditya Nilawar gave introduction to MS Office-Excel. In the third session from 1:45 pm to 3:15 pm, Supreet Bansod and Piyush Asolkar gave talk on understanding of tools such as functions, graphs and application of MS Office-Excel. In the last session between 3:30 pm to 5:30 pm, Supreet Bansod and Piyush Asolkar told the how to do formatting using excel with examples such as mark sheet generation.

On Day 3 in morning session between 9:30 am to 11 am, Akash Gandhamal and Aditya Nilawar gave talk on MS-Office PowerPoint and its use with parallel examples for the hands on experience. In the second session between 11:15 am to 12:45 pm, Akash Gandhamal and Sujata Wankhade continued session of MS-Office PowerPoint with more insights and fine examples. In the third session from 1:45 pm to 3:15 pm Sujata Wankhade and Manjiri Ranjanikar gave lecture on Internet, E-commerce and necessary softwares with practical demonstration of online banking, purchase of goods from E-stores etc. The last session of day was taken by Prasanna Porwal and Ganesh Singadkar on the effective use of google chrome.

Outcome:

Participants were able to understand the computer well with the use of MS-Office Word, Excel, and PowerPoint. They also understood the use of internet, e-commerce and use of Google chrome.

Dr. G. M. Shinde

Coordinator

