

MARIS STELLA COLLEGE (AUTONOMOUS)

Department of Computer Science

2020-2021

- The Department of Computer Science, organized an online FDP for all the faculty members of the college on “Office Automation Tools”, on 21st July 2020 to 22 July 2021.



MARIS STELLA COLLEGE (AUTONOMOUS), VIJAYAWADA

“A College with Potential for Excellence”

ISO 9001:2015

Online Workshop for Faculty on Office Automation Tools

21st - 23rd July, 2020

Organized by Department of Computer Science & IQAC

About the Workshop:

Technology has the ability to enhance relationship between teachers and students. When teachers effectively integrate technology into subject areas, teachers grow into roles of advisor, content expert, and coach. Technology makes teaching and learning more meaningful and fun. In this connection the Department of Computer Science is happy to organise a three day workshop for all the faculty members of Maris Stella College with an intention to impart technical knowledge and skills on Office Automation Tools.

Objectives:

The main objective of this FDP is to make the faculty members:

- Get acquainted with the skills required in preparing official documents using office tools
- To guide the members, in using the Google Apps effectively.
- To guide the faculty members in designing and maintaining the departmental blogs in the college website.

Outcomes:

At the end of the workshop, participants should be able to:

- Prepare documents and reports in the required format.
- Use Google apps efficiently.
- Create and update departmental blogs

CHIEF PATRON:

Dr. Sr. Jasintha Quadras,
Principal

CO-ORDINATORS:

1. Dr. Sr. Innyasamma, Vice-Principal
2. Ms. K.H. Anuhya, Vice-Principal
3. Dr. C. Krishnaveni,
IQAC Coordinator

RESOURCE PERSONS:

1. Ms. B. Roja Priscilla, HoD
2. Ms. P. Vidhyavathi, Faculty
3. Ms. E. Grace Lydia, Faculty
4. Ms. P. Malathi, Faculty
5. Ms. K. Sravani, Faculty
6. Ms. C. Hari Manasa, Faculty

PROGRAMME SCHEDULE:

Day 1: 21.7.2020

FN: 9.30 am - 12.30 pm

Resource Person: Ms.C.Hari Manasa

MS Word:

- Parts of window
- Main Menus and Ribbon tabs, contextual tabs and shortcut keys.
- Text formatting, Page setup, Page Background & Paragraph settings.
- Document views, Macros & mail Merge
- Tables, illustrations, Links & Headers and footers.

Assignment:

- Create a word document (only write up) on the departmental activities during 2019-20.
- Create your individual/dept. time table.
- Prepare a sample journal with all the necessary settings.
- Create a mail inviting people for a webinar/seminar organized by your department.

A.N: 1.30 pm - 3.00 pm

Resource Person: Ms.K.Sravani

MS PowerPoint

- Main Menus and Ribbon tabs
- All menu option in Design tab.
- How to apply Animation and Transition.
- Menu option in Slide show.

Assignment:

- Prepare a lecture PPT of your own paper.
- Prepare a PPT on Departmental Activities that took place during the academic year 2019-2020.

Day 2: 22.7.2020

F.N: 9:30 am - 12:30 pm

Resource Person: Ms.Ms.P.Vidhyavathi

MS Excel:

- Main Menus and Ribbon tabs
- Tables, cell formatting, Sorting and Filtering.
- Themes, Page setup, Scale to fit, sheet options.
- Functions and Formulas.

Assignment:

- Apply filter and sorting tools to segregate the list of students by their group, register number, co-curricular and second language.
- Write a formula to say if the student is pass or fail.

A.N: 1:30 pm - 3:00 pm

Resource Person: Ms.B.Roja Priscilla

MS Excel:

- Pivot tables, Charts, Sparklines and hyperlinks.
- Number Formatting, Conditional Formatting.
- Data tools and window options.
- **Assignment:**
- Prepare a chart to display the results.
- Prepare CA mark list and apply conditional formatting to find out slow learners.

Day 3: 23.7.2020

F.N: 9.30 am - 12.30 pm

Resource Person: Ms.E.Grace Lydia

Google Apps:

- How to compose a mail.
- How to attach a file to the mail.
- How to zip a folder.
- How to create Google docs, sheets, slides, forms.
- How to share links.
- How to create a folder in Google drive & upload a file.

Assignment:

- Hands on practice

A.N: 1.30 pm - 3.00 pm

Resource Person: Ms.P.Malathi

Blogs

- Updating Blog

Assignment:

- Hands on practice

REGISTRATION DETAILS:

- **The faculty can register using the link provided.**
<https://forms.gle/iNrK4bc12kRTQyTT8>
- **Last date for registration is 20.07.2020.**
- **Google Meet Link shall be shared through Google Classroom on 20.7.2020.**



Certificates:



- **Webinar on Awareness of Trends in Technology**

Registration form:

<https://forms.gle/pQhFTCZGxJnqZwCj7>

Google Meet link: <https://meet.google.com/vtf-kknizyt?hs=122&authuser=1>


YouTube link: https://youtu.be/YjTOw-B5x_U

Meeting Recording Drive Link:

<https://drive.google.com/file/d/1g8TYMtf122308kPCZd1bhUbI5zsD0uZs/view>

Feedback response sheet link:

<https://docs.google.com/spreadsheets/d/1PT--cDdDD2HvlqBlrZSxsGSOvb6tc62eqpeCyRSUCNM/edit?usp=sharing>



MARIS STELLA COLLEGE (AUTONOMOUS),
VIJAYAWADA
A College with Potential for Excellence, ISO 9001:2015
State Level Webinar on
“Awareness of Trends in Technology”
Organized by the
IQAC & Department of Computer Science
in collaboration with
Hyper Techno Solutions, Vijayawada.
Date: 01-02-2021 at 2:00 pm to 4:00pm

An overview
Amidst the pandemic and the changing dynamics of the work world, it has become imperative for students to choose a resilient career path. There is an urgent need to make the student community aware of trends in technology as there is no area untouched by the rapid advances in technology that is the hallmark of the world today. This is the primary objective of the proposed webinar. Students need to know the future course of things and the emerging options that they can consider. A wrong career choice made from ignorance of the future scenario could make them redundant.

Awareness of such trends would, in turn, give the student the ability to recognize and understand the usefulness of a certain technology and how it is likely to be used in different fields. Depending on their interests and ability, they can choose the direction they want to take and plan for relevant training.

Facilitating the student to think of their interests and plan for their future is another objective of the proposed webinar. By laying out the emerging trends in technology and how it would impact the future of work, the student can make the choice of whether to be a job maker or a job taker. The infinite possibilities unfolding before them could encourage entrepreneurship and innovation.

Objectives

- To make the student community aware of trends in technology.
- To give the student the ability to recognize and understand the usefulness of the various technological trends and how they are being used in different fields.
- To facilitate students to think of their talents and interests and plan for their future.
- To encourage entrepreneurship and innovation among them.

<p>Chief Patron Dr.Sr.Jasinth Quadras, Principal</p> <p>Advisory Committee Dr. Girija Nambiar, Dean of Planning and Communication</p> <p>Dr.Sr.Innyasamma, K. Hannah Anuhya , Degree VicePrincipals</p> <p>Dr.Ch. Krishnaveni, IQAC Coordinator</p>	<p>Resource Person U. Sivalalitha, CEO & Founder, Hyper Techno Solutions.</p> <p>Organizing Committee B. Roja Priscilla, HoD, Dept of Computer Science P. Vidhyavathi, Lecturer E. Grace Lydia, Lecturer P. Malathi, Lecturer C. Manasa, Lecturer</p>	<p>Technical Team Mr. Prasad, Admin Mr. Rajinikanth, Admin</p> <p>Registration form: https://forms.gle/9M1E3JGJdmdnL2</p> <p>Google Meet link: https://meet.google.com/dlkkh-cv-fo-fo-111?authuser=1</p> <p>YouTube link: https://youtu.be/3115be-83vLk</p> <p>Certificate will be issued to all the participants For further details contact: #9949543216, #8142624864</p>
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Geo-tagged Photographs:

Students Attending Webinar in Computer labs and Audio Visual Room

