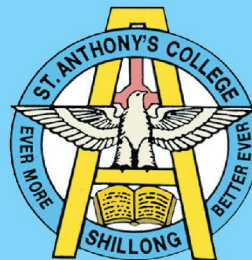




# HANDS-ON TRAINING ON MS OFFICE ESSENTIALS AND DIGITAL TECHNOLOGY

Date : 9<sup>th</sup> – 31<sup>st</sup> August 2021

Time : 4 : 00 – 6 : 00 pm



**Organised by**  
PG Department of Education  
& Department of Statistics

**Under the Aegis of**  
IQAC, St. Anthony's College  
Shillong, Meghalaya

# ABOUT THE COLLEGE

## *St. Anthony's College*

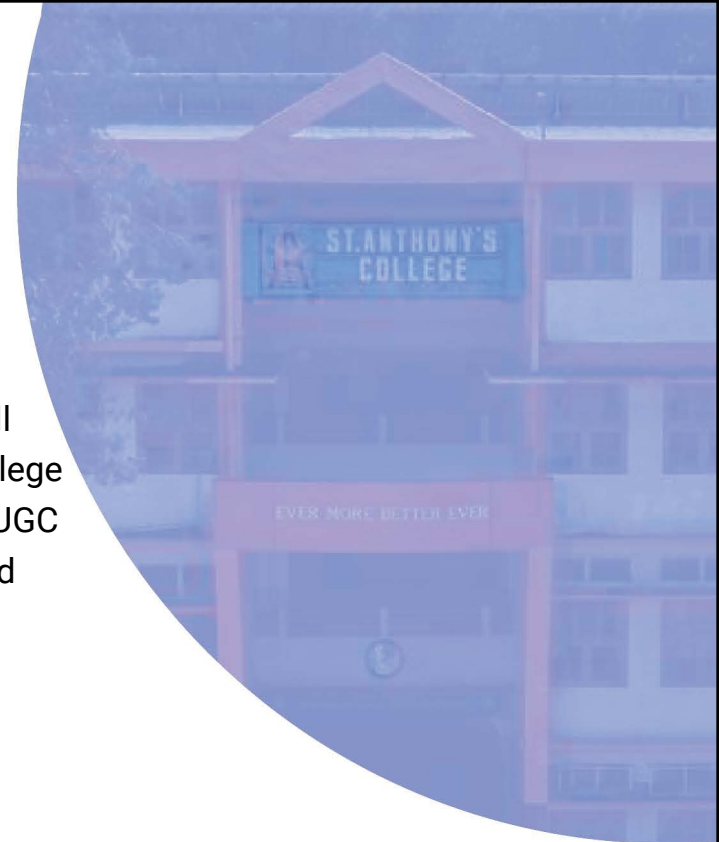
was founded in 1934 with the avowed mission of '**bringing college education within the reach of common man and woman**'. Affiliated to the North-Eastern Hill University, the college has 24(UG) Departments and 4(PG) Programmes. The college has been re-accredited by **NAAC with Grade 'A'- Cycle :3** and recognized by the UGC as a **College with Potential for Excellence**. The college also runs AICTE approved MCA programme.

**We emphasize** life-oriented and value-based teaching and nurture a culture of solidarity. The educators and the educated join hands to mould intellectually competent, morally upright, socially committed and spiritually inspired persons capable of building a more human social order within the context of the nation's plurality of religions and diversity of cultures.

**We aim** to equip our students for life, making them not only job-seekers, but also job-creators. Hence, in keeping with the developments in educational strategies worldwide, we have pioneered courses in application-oriented subjects to answer to the needs of the community that we serve and to give our graduates a competitive edge in the employment market.

Teaching, for us here at the College, is a lifetime commitment, a passion, a vocation and a profession, rather than a job. Our Teachers are continually engaged in equipping themselves so as to stay abreast of the latest developments in their own fields.

**Striving for excellence** is our way of life. Our motto tells it all **"Ever More Better Ever"**.





## **THE DEPARTMENT OF EDUCATION**

Keeping in mind the need and demand of Post-Graduate Programme, the Department of Education was formally set up on 1st August, 2019, offering a full time Post Graduate M.A course in Education. The Department is affiliated to the North-Eastern Hill University. At present, the college is also introducing the Under- Graduate Programme, B.A in Education, which will open up more avenues to study Education as an honours paper.

## **THE DEPARTMENT OF STATISTICS**

The department of Statistics is the first ever department that pioneered teaching and learning of Statistics in the state of Meghalaya. It was started in the year 1964 and offers a full time Under Graduate B. A/ B. Sc course in Statistics. The Department is affiliated to North-Eastern Hill University. The Department caters to the ever growing demand in data analytics.



## PROGRAMME OVERVIEW

**Science and technology** has certainly changed the way we live our lives. The relationship between humans and digital technologies has been documented extensively in the past decades. However, the Covid-19 pandemic, has brought about a substantial rise in the use of technology, which is already integrated into the fabric of modern life. Digital technologies are now being integrated into many everyday objects. People are now spending even more time with technology while consuming news media, watching television, using social media to connect with others, utilizing lifestyle apps to shop for groceries and other consumer goods, and engaging in home workouts. Undoubtedly, the education field is not excluded from the impact of technology during this unprecedented time, whereby, increased engagement with technology is required of students and teachers for educational purposes and digital learning is replacing traditional educational method.

The inclusion of digital learning in the classrooms can vary from simply using tablets instead of paper to using elaborate software programs and equipment as opposed to the simple pen. Digital technology and its software applications have, therefore, become

necessary tools of digital learning. MS Office is one such type of software application that can assist the teachers and students in their teaching and learning. It is one of the most popular, versatile, and complete office application suites in the world that contains components such as Microsoft Word (a popular word processing tool), Microsoft Excel (a program used for creating and editing simple to complex data/numerical spreadsheets), Microsoft PowerPoint (used for creating and showing interactive presentations), Microsoft Outlook (used for managing email and calendars), Microsoft Access (used for maintaining databases) and Microsoft OneNote (used for taking notes at home, school or work).

With how rapidly classrooms are changing, therefore, it is best for both teachers and students to start using and learning newer teaching and learning techniques based on digital learning tools and technologies. The present workshop is an attempt to help students in learning different digital skills on the operation of MS Office application such as MS Word, MS Power Point and MS Excel and basics of Internet Security in connection with online and digital transactions.

# THE OBJECTIVES OF THE WORKSHOP



Office

## 1. To assist participants in learning about MS Word and the operation of its different features such as :

- Creating, designing, editing, modifying existing text in the document as well as saving, deleting, moving some part of text
- Adding margins and columns, page numbers, table, header and footer, clip art, smart art, charts, pictures etc.
- Adding referencing templates of different styles or format; managing lists; controlling page appearance
- Preparing to publish a Document by making use of different proofing tools for spell-check, grammar-check, contextual spell-check and different research tools.

## 2. To help participants in creating and designing slides and presentations in MS PowerPoint

- by adding pictures, images, sound, text, animations and videos
- by adding graphical elements
- by modifying objects in presentation
- by adding tables to presentation
- applying transitions and printing presentation

## 3. To familiarise participants with the working of MS Excel such as

- Navigating the Excel User Interface
- Modifying and Formatting a Worksheet
- Performing calculations by using formulae
- Creating and formatting charts and graphs
- Printing and managing workbooks

## 4. Digital Technology

- Internet applications and digital transactions



# RESOURCE PERSONS

## St. Anthony's College



**Bablu L. Rajak**  
Faculty  
Dept. of Computer Science



**Omprakash Yadav**  
Faculty  
Dept. of Computer Science



**Kesterlee L. Syiemiong**  
Faculty  
Dept. of Computer Science



**Lemuel Rapsuk**  
Faculty  
Dept. of Computer Science

## Important details

- Date : 9<sup>th</sup> – 31<sup>st</sup> August 2021  
Timing : 4 : 00 - 6 : 00 p.m.  
Target group : Participants from any discipline  
: No prior knowledge of computer needed  
Prerequisite : A Laptop/ Desktop with MS Office installed in it

## Assessment and Certification

A minimum of **80%** attendance and minimum of **60%** in assessment is essential to earn a certificate. Assignments and periodic assessments will be carried out throughout the duration of the course.

## Registration & Enrollment Process

The workshop will be hosted by St. Anthony's College through Zoom platform. Participants will receive a link to join the workshop sent to them by the host. To register please click on the **registration link**, or **copy** and **paste** the following link to your browser address bar and click **enter** or by scanning the **QR code** using you mobile applications.

**Registration link :**  
<https://sacsl.in/M0wR2Jg>

**Registration fee: ₹500/-**

scan QR code



## For more details contact



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