

HANDS-ON TRAINING SESSION ON HOW TO CREATE DOCUMENT ON MS-WORD AND HOW TO CREATE POWERPOINT PRESENTATION



Details Report

A one-day hands-on training session titled “How to create document in MS-Word and How to create PowerPoint presentation” was organized for the BA and B.Sc. second semester students to celebrate the occasion of National Technology Day on 11th May, 2022.

The programme was organised by the Department of Computer Science, M.D.K.G. College. It was an in-house program and was conducted in two sessions:

1. In the ICT laboratory in new campus for B.Sc. students
2. In the language (computer) laboratory in the old campus for B.A. students.

The resource person for the program was Ms. Rimpi Sarma, Assistant professor and HOD, Department of Computer Science, M.D.K.G. College. The target audience were the students of second semester of B.A. and B.Sc. programmes.

The students were trained on

- MS-Word

- o Creating blank document
- o Creating cover page using word art
- o Adjusting Page margins and borders
- o Applying text styles
- o Inserting Page break, page numbers, header/footer, bookmarks
- o Adding and customizing Tables, Pictures and charts in Ms-Word
- MS-PowerPoint
- o Guidelines for a good presentation
- o Creating and saving a presentation file
- o Using slide master
- o Adding new slides and reusing slides from existing presentation files
- 3o Inserting pictures, narrations
- o Applying slide transitions and animations, etc

The total number of participating students were 32 (10 from B.Sc. and 22 from B.A).
The students reported to have an immersive and informative experience during the sessions and were interested in participating in similar events in the future.