MARUDHAR KESARI JAIN COLLEGE FOR WOMEN, VANIYAMBADI

(A Project of Sri Marudhar Kesari Jain Trust)
Recognized under Sec.2(f) & 12(B) of UGC Act, 1956 ll PermanentlyAffiliated to Thiruvalluvar University
Re-accredited by NAAC with "A" Grade (3 rd Cycle) ll An ISO 21001:2018 Certified Institution
MarudharNagar, Chinnakallupalli, Vaniyambadi–635751.

PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE & PG DEPARTMENT OF COMPUTER APPLICATIONS

Organizes

Lab Instructor Training Program

MSOFFICE

Time :
10.00 am to 3.40 pm

Date : 03.01.2023 to 05.01.2023

Venue
CS & CA Lab

Sri. C. Lickmichand Jain	Dr. M. Inbavalli	Ms.L.Hemalatha	Ms.S.Abirami
Secretary	Principal	HOD-CS	HOD-CA

PRINCIPAL
Marudhar Kesari Jain College
for Women
Vaniyambadi - 635 751

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PG & RESEARCH DEPARTMENT OF COMPUTER SCIENCE
&
PG DEPARTMENT OF COMPUTER APPLICATIONS

ORGANIZES

LAB INSTRUCTOR TRAINING PROGRAMME ON 03.01.2023 TO 05.01.2023

AGENDA

DAY – I

PRAYER SONG

WELCOME ADDRESS : **Ms.S.Abirami**
Assistant Professor,
PG Department of Computer Applications.

Training Faculty : **Ms. Kanimozhi**
Assistant Professor,
PG & Research Department of Computer Science

SPEAKER II : **Ms. Charumathy**
Assistant Professor,
PG & Research Department of Computer Science

VOTE OF THANKS : **Ms. M.Prithi**
Assistant Professor,
PG Department of Computer Applications.

ALL ARE CORDIALLY INVITED

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REPORT ON LAB INSTRUCTOR TRAINING PROGRAMME 03.01.2023 TO 05.01.2023

Three Day Lab Instructor Training Programme was organized from 03.01.2023 to 05.01.2023 organized by PG and Research Department of Computer Science and PG Department of Computer Applications of Marudhar Kesari Jain College for Women, Vaniyambadi. Trainers of the programme were Ms.M.Charumathy, Ms. T. Kanimozhi Assistant Professors, PG and Research Department of Computer Science, Ms.Mohana Priya, Ms.K.Vishithra Programmer, PG Department of Computer Applications, Marudhar Kesari Jain College for Women,Vaniyambadi. The programme started with welcome address given by Ms.S.Abirami Head and Assistant Professor PG Department of Computer Applications.

The session started with the teaching of basic short cut keys for Ms Word followed by Ms Excel and Powerpoint in the next two days. At the end of the session feedback is collected from the participants. Around 15 Lab Instructors were participated in the programme and gained more knowledge about the basics of computer. The vote of thanks was given by Ms.M.Prithi Assistant Professor PG Department of Computer Applications.

Key Points:

1. Designing and Aligning a Page
2. How to use shortcut keys in Ms Word
3. Excel Formatting using calculations
4. Creating a presentation and Animation effects
5. Practical Assessments

L. Hemalatha 11/01/2023

11/1/23

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LAB INSTRUCTOR PROGRAM - 03.01.2023 – 05.01.2023





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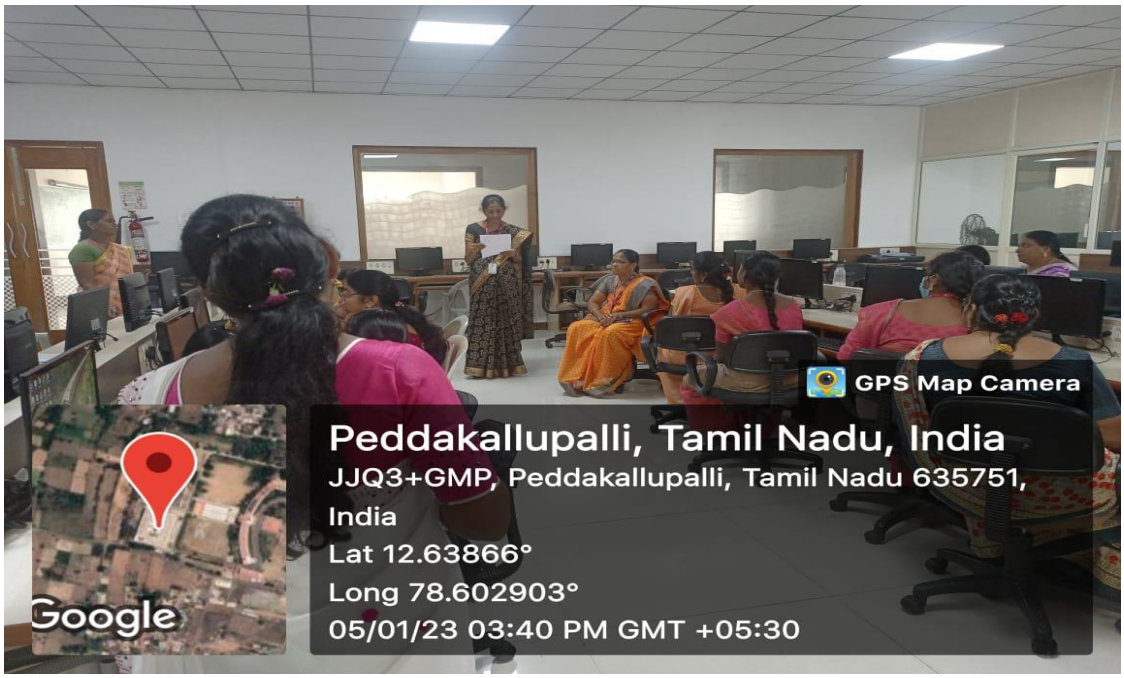



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