

Janta College Bakewar, Etawah

Date-07-12-2020

Notice-

All the faculty members (Teaching staff) are hereby informed that a 7-day computer training is being conducted in the Computer Department from 09-12-2020 to 16-12-2020. Therefore, all the teachers are requested to present in the Computer Department for their training from 3:00 to 4:00 P.M.

N. Shukla

Dr. Nalini Shukla
Principal
Principal
Janta College
Bakewar (Etawah)

MS

CONVENOR-IQAC
JANTA COLLEGE, BAKEWAR
ETAWAH

Dr. Indu Bala Mishra

Dr. Indu Bala Mishra
Co-Ordinator
Department of Computer Science

One week Faculty Development Programme

(Session-2020-21)

on

"MICROSOFT WORD SKILLS"

Date-09 Dec 2020 to 16 Dec. 2020,03:00-04:00 PM



Organized by

Computer Department

Janta College Bakewar, Etawah(U.P)

Dr. Indu Bala Mishra

Convener

Dr Nalini Shukla

Principal

N. Shukla

One week Faculty Development Program on “MICROSOFT WORD SKILLS” for Academic Session: 2020-21

One week Faculty Development Program on topic “MICROSOFT WORD SKILLS” was organized by Computer Science Department at Janta College Bakewar, Etawah(U.P) for teaching, non-teaching staff and students of college. Activities College provides a platform to learn how to create, navigate, and save documents; apply character and paragraph formatting; insert symbols; and create headers and footers. They will also learn to convert documents to Word formats, adjust margins, insert pictures, manipulate and crop graphics, set page borders, work with standard and customized bullets and numbering patterns, add and delete tabs, indent paragraphs, insert page numbers and page breaks, adjust line spacing, and more.

Participants will learn to create and apply formatting using styles, work with outlines, and create and format document sections. Employees will work with columns, insert section and column breaks, create and format tables, insert and edit diagrams, and use the drawing tools. They will also learn how to insert pull quotes, drop caps, hyperlinks, and WordArt.

Teaching Staff

Date: 09 December to 16 December 2020.

Timing: 03:00PM-4:00PM

Venue: Computer Department, Janta College Bakewar

Name of Trainers.- Mr. Ajay Kumar Sharma
Mr. Ashwani Kumar Mishra

No. of participants- 27

N. Shrivastava

Encl. - List of Participants-

S.N.	Name	Designation	Department Name
1.	DR. MAHESH PRASHAD YADAV	Associate Prof.	Horticulture
2.	DR. NALINI SHUKLA	Associate Prof.	Mathematics
3.	DR. ASHOK KUMAR PANDEY	Associate Prof.	Horticulture
4.	DR. DEV NARAYAN	Associate Prof.	Ag. Entomology
5.	DR. PRAMOD KUMAR RAJPUT	Associate Prof.	Soil Conservation
6.	DR. DHARMENDRA KUMAR	Associate Prof.	Ag. Botany
7.	DR. MAHIPAL SINGH	Associate Prof.	Agronomy
8.	DR. LALIT GUPTA	Assistant Prof.	Zoology
9.	DR. ADITYA KUMAR	Assistant Prof.	AH. & Dairying
10.	DR. ABHISHEK PRATAP SINGH	Assistant Prof.	Ag. Extension
11.	DR. SANJEEV KUMAR	Assistant Prof.	Horticulture
12.	DR. MANOJ KUMAR YADAV	Assistant Prof.	Plant Pathology
13.	DR. SANJAY KUMAR VISHWKARMA	Assistant Prof.	Horticulture
14.	SRI BRIHMA NAND	Assistant Prof.	Agronomy
15.	DR. ANAND SINGH	Assistant Prof.	Horticulture
16.	DR. JYOTI BHADAURIYA	Assistant Prof.	Chemistry
17.	DR. INDUBALA MISHRA	Assistant Prof.	Mathematics
18.	DR. PRAKASH DUBEY	Assistant Prof.	Physics
19.	DR. DIVYA JYOTI MISHRA	Assistant Prof.	Ag. Chemistry
20.	DR. YOGESH SHUKLA	Assistant Prof.	Commerce
21.	SRI SATYARTH PRAKASH MAURYA	Assistant Prof.	Mathematics
22.	DR. SANTOSH KUMAR SINGH CHANDEL	Assistant Prof.	Ag. Chemistry
23.	DR. NAVEEN AWASTHI	Assistant Prof.	Chemistry
24.	DR. GOPINATH MAURYA	Assistant Prof.	Commerce
25.	SRI RAVI KUMAR	Assistant Prof.	Mathematics
26.	DR. RAJESH CHANDRA VERMA	Assistant Prof.	Chemistry
27.	DR. DHARMENDRA	Assistant Prof.	Physics

N. Shukla

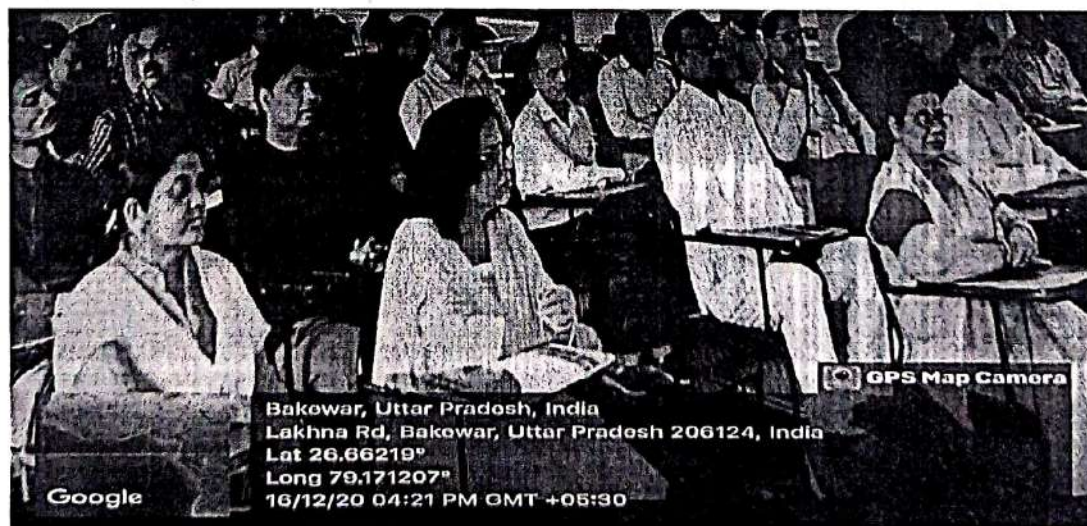
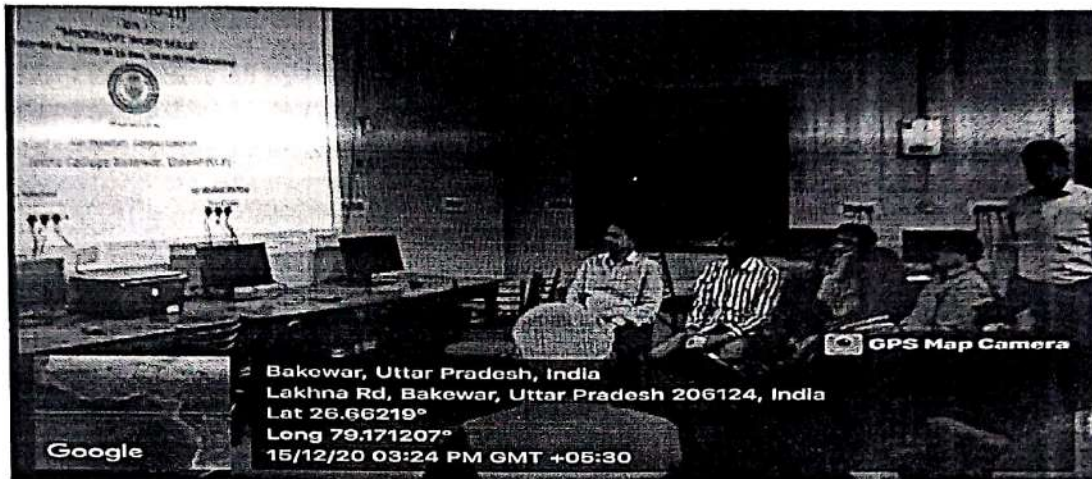


Photo-One week Faculty Development Program on "MICROSOFT WORD SKILLS" for Academic Session: 2020-21

N. Shukla