

Janta College Bakewar, Etawah

Date-18-01-2021

Notice-

All the Non-Teaching staff members of our college are hereby informed that a 7-day computer training is being conducted in the Computer Department from 21-01-2021 to 29-01-2021. Therefore, all the ^{Non-}teachers are requested to present in the Computer Department for their training from 03:00 to 04:00 P.M.

N. Shukla

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

CSM

CONVENOR-IQAC
JANTA COLLEGE, BAKEWAR
ETAWAH

Dr. Bala Mishra

Dr. Bala Mishra
Co-Ordinator
Department of Computer Science

**One week Faculty Development
Programme (Session-2020-21)**

on

"MICROSOFT WORD SKILLS"

Date-21 Jan 2021 to 29 Jan 2021, 03:00-04:00 PM



Organized by

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.

Non-Teaching Staff

Date: 21 January to 29 January 2021.

Timing: 03:00PM-4:00 PM

Venue: Computer Department, Janta College Bake war

Name of Trainers.-

Mr. Ajay Kumar Sharma

Mr. Ashwani Kumar Mishra

Mr. Pawan Kumar Saxena

No. of participants- 38

N. Shukla

Encl. - List of Participants-

S.NO.	Name
1.	SRI KOMAL SINGH
2.	SRI RAJENDRA BABU PANDEY
3.	SRI RAM DAS VERMA
4.	SRI ARVIND KUMAR CHAUDARY
5.	SRI VINAY KUMAR SHUKLA
6.	SRI KULDEEP AWASTHI
7.	SRI PAWAN KUMAR SAXENA
8.	SRI SUBODH KUMAR SHUKLA
9.	SRI SHIV MOHAN AGNIHOTRI
10.	SRI DEVESH KUMAR
11.	SRI SWATANTRA KUMAR
12.	SRI RAJ KUMAR VERMA
13.	SRI POORAN SINGH
14.	SRI AMAR SINGH
15.	SRI ABINASH CHANDRA TIWARI
16.	MOHAMMAD RASHID
17.	SRI RAMESH CHANDRA
18.	SRI ASHWANI DIXIT
19.	SRI ANUJ KUMAR
20.	SRI RAJ KUMAR
21.	SRI SHAIENDRA KUMAR I
22.	SRI SHAIENDRA KUMAR II
23.	SMT SEETA DEVI
24.	SRI MANOJ KUMAR I
25.	SRI MANOJ KUMAR II
26.	SRI RAJEEV KUMAR PATHAK
27.	SRI GAJENDRA SINGH
28.	SRI SUNEEL SHUKLA
29.	SRI FOOL SINGH
30.	SRI SHIV KUMAR
31.	SRI SANTOSH KUMAR
32.	SRI JAYVEER SINGH
33.	SRI RITESH KUMAR
34.	SRI RUSTUM BABU
35.	SRI PANKAJ DUBEY
36.	SRI RAJESH KUMAR
37.	SRI RISHI RAJ
38.	SRI MANOJ KUMAR DIXIT

N. Shukla

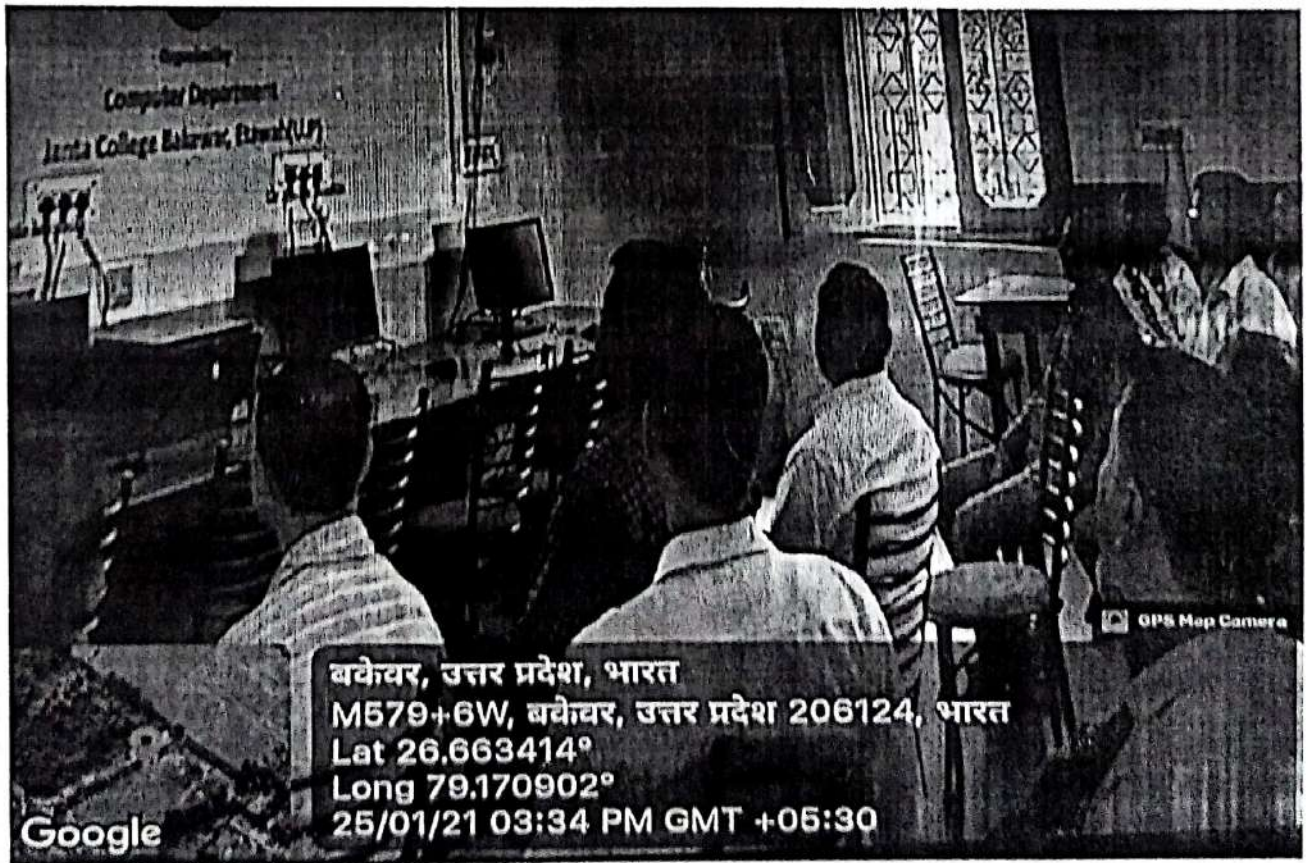
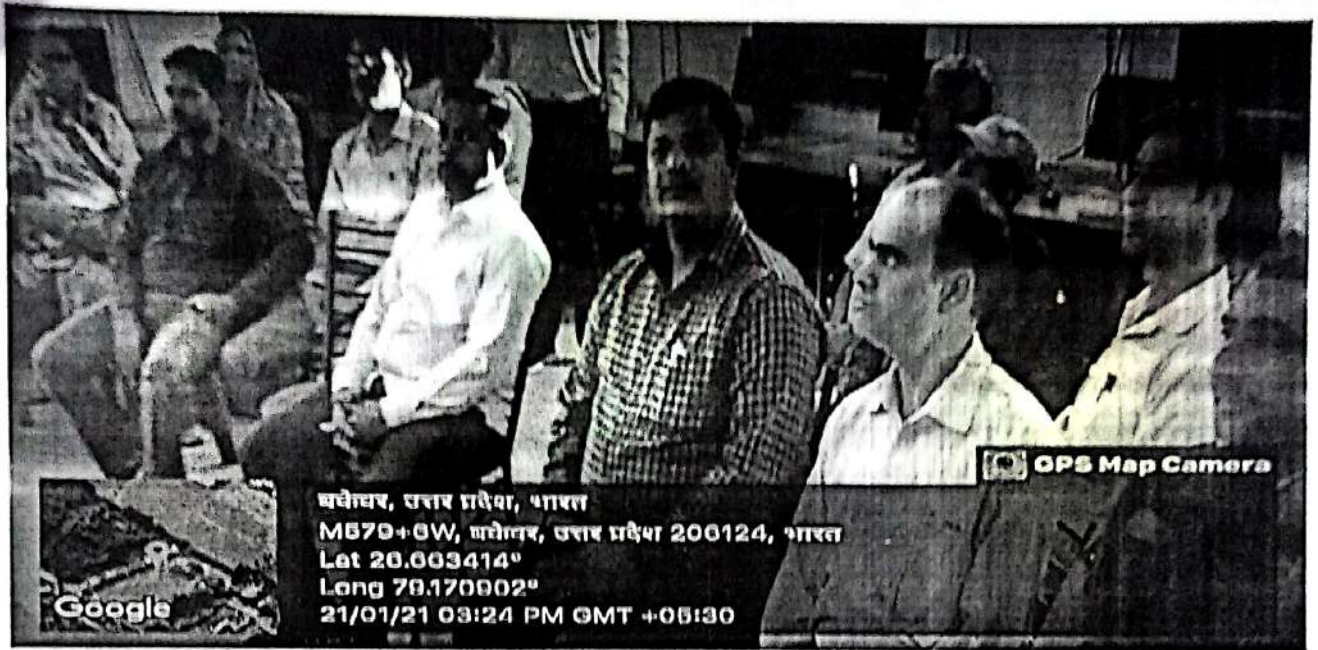


Photo- One week Faculty Development Program on "MICROSOFT WORD SKILLS" for Academic Session: 2020-21

N. Shukla