


Janta College Bakewar, Etawah


Date-18-11-2022

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 21-11-2022 to 29-11-2022. Therefore, all the ^{non} teachers are requested to present in the Computer Department for their training from 03:00 to 04:00 P.M.


Prof.(Dr) R.K Tripathi
Principal
Principal
Janta College
Bakewar (Etawah)


CONVENOR-IQAC
JANTA COLLEGE, BAKEWAR
ETAWAH


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

One week Faculty Development Programme
(Session-2022-23)

on

“Microsoft PowerPoint SKILLS”

Date-21 Nov. 2022 to 29 Nov. 2022, 03:00-04:00 PM



ORGANIZED BY:-

**COMPUTER DEPARTMENT
JANTA COLLEGE BAKEWAR, ETAWAH (U.P)**

**DR. INDU BALA MISHRA
CONVENER**

**PROF. (DR.) R.K. TRIPATHI
PRINCIPAL**

One week Faculty Development Program on “Microsoft PowerPoint SKILLS” for Academic Session: 2022-23

One week Faculty Development Program on topic “Microsoft PowerPoint SKILLS” was organized by Computer Science Department at Janta College Bakewar, Etawah(U.P) for teaching, non-teaching staff and students of college.

This workshop teaches participants the basics of computerized presentations using PowerPoint. They will learn how to start a presentation, explore what is new with PowerPoint, use the different PowerPoint views, create a title slide, save a presentation, add a slide to a presentation, create a bulleted list slide, move between slides in slide view, add a new slide with the same layout, change line spacing, print presentations, create a presentation from an outline, use outline view, and more.

Participants should have functional knowledge of PowerPoint before taking this course. Employees will learn how to review a presentation in slide sorter view; change slide layout; move text; add clip art; download clip art, movies, and sound clips to a presentation; add headers and footers; add animation effects; check presentation for spelling and style; format and animate a title slide; run and animate slideshows; add hyperlinks to websites, email addresses, and network files; pack a presentation for online or offsite use; and more.

Non-Teaching Staff

Date: 21 November to 29 November 2022

Timing: 03:00PM-4:00 PM

Venue: Computer Department, Janta College Bakewar

Name of Trainers.- Mr. Atri Dixit

Mr. Ajay Kumar Sharma

Mr. Ashwani Kumar Mishra

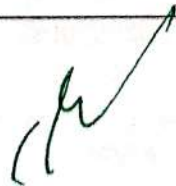
Mr. Pawan Kumar Saxena

No. of participants- 34



Encl. - List of Participants-

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



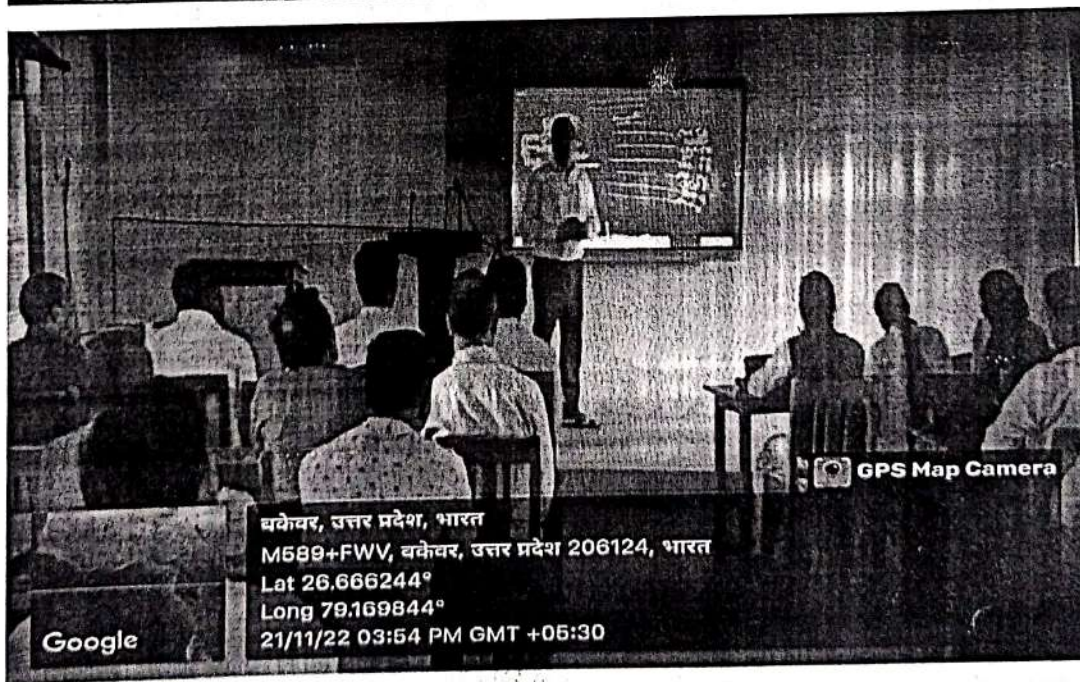
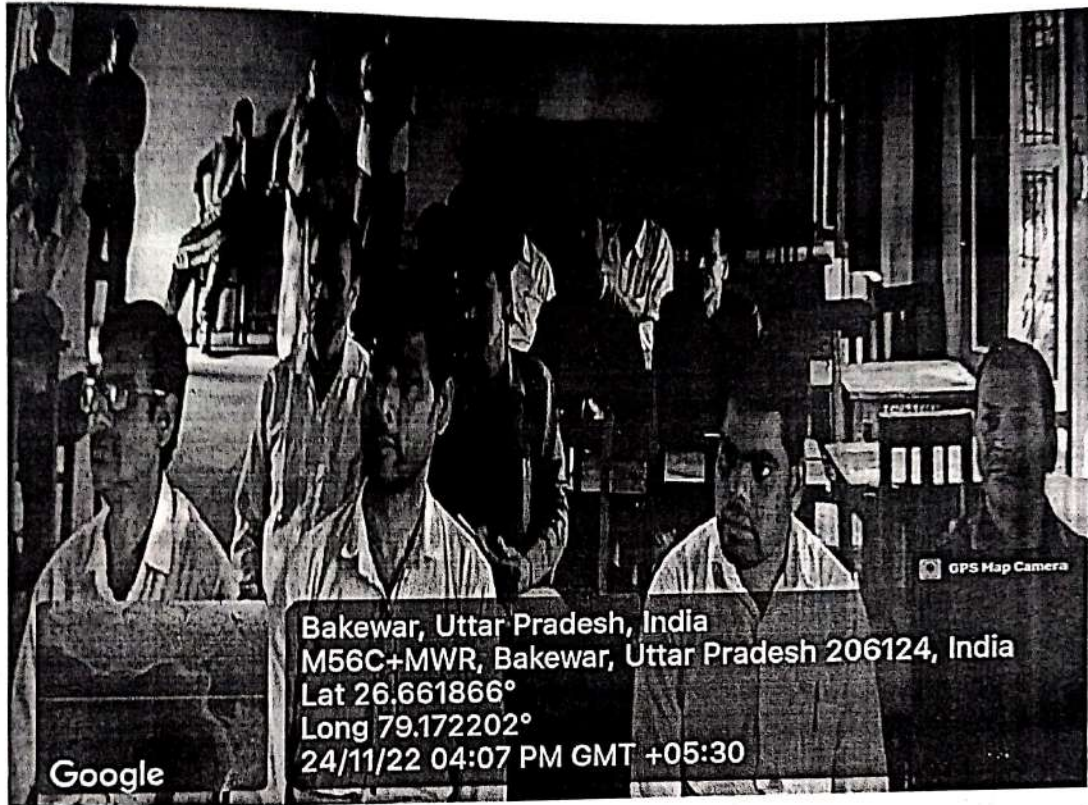


Photo- One week Faculty Development Program on "Microsoft PowerPoint SKILLS" for Academic Session: 2022-23