MANOHARI DEVI KANOI GIRLS' COLLEGE,

K.C. GOGOI PATH, KHALIHAMARI, DIBRUGARH-1

A Report on

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

Organized by

Department of Computer Science,
Manohari Devi Kanoi Girls' College, Dibrugarh

On the occasion of

NATIONAL TECHNOLOGY DAY
11TH MAY, 2022

Report By

Ms. Rimpi Sarma,
Assistant Professor and HOD,
Department of Computer Science,
M.D.K.G.College, Dibrugarh

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.

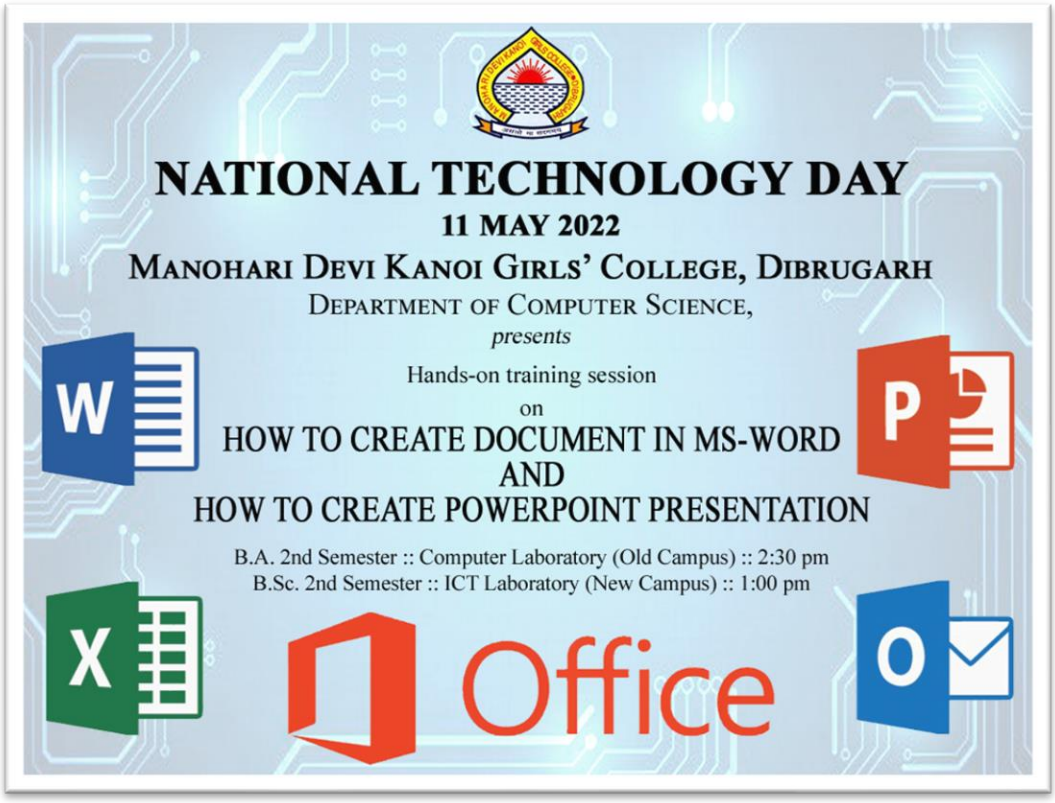
The students were trained on

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

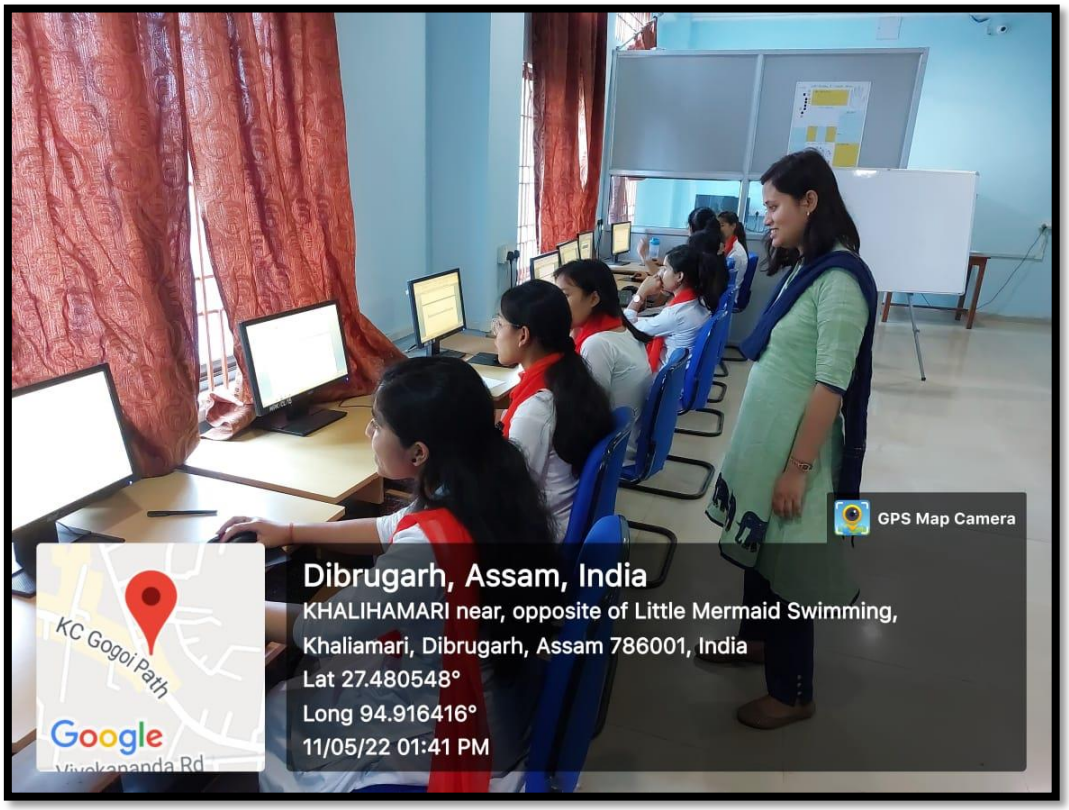
- Inserting pictures, narrations
- Applying slide transitions and animations, etc

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.

PHOTOGRAPHS OF THE PROGRAMME

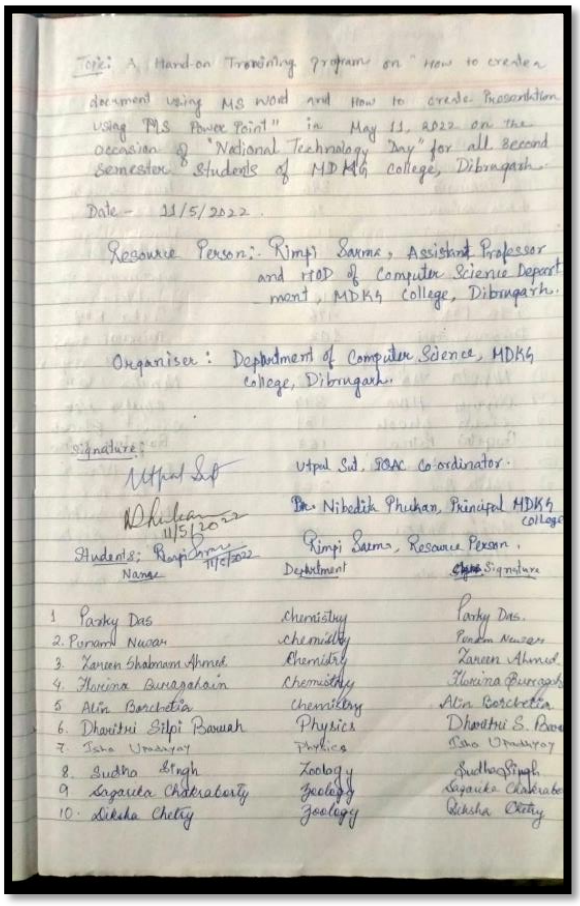


TRAINING SESSION IN ICT LABORATORY, NEW CAMPUS



TRAINING SESSION IN LANGUAGE LABORATORY, OLD CAMPUS

ATTENDANCE RECORDS



Topic: A Hand-on Training program on "How to create a document using MS word and How to create Presentation using MS Power Point" in May 11, 2022 on the occasion of "National Technology Day" for all Second Semester Students of MDKG college, Dibrugarh.

Date - 11/5/2022.

Resource Person: Rimpi Sarma, Assistant Professor and HOD of Computer Science Department, MDKG College, Dibrugarh.

Organiser: Department of Computer Science, MDKG college, Dibrugarh.

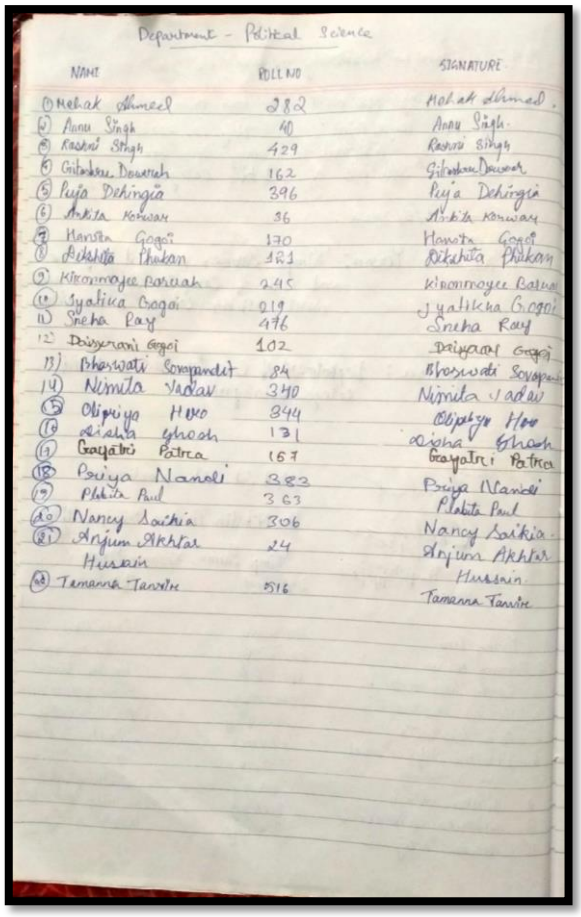
Signature:

Utpal Sut — Utpal Sut, IQAC Co-ordinator.

Dhukan 11/5/2022 — Dr. Nibedita Phukan, Principal MDKG college

Students: Rimpi Sarma 11/5/2022 — Rimpi Sarma, Resource Person.

Name	Department	Signature
1 Parky Das	Chemistry	Parky Das.
2. Punam Nuwar	Chemistry	Punam Nuwar
3. Zareen Shabnam Ahmed	Chemistry	Zareen Ahmed
4. Florina Buragohain	Chemistry	Florina Burragohain
5 Alin Borchetia	Chemistry	Alin Borchetia
6. Dhaitri Silpi Baruah	Physics	Dhaitri S. Baruah
7. Isha Upadhyay	Physics	Isha Upadhyay
8. Sudha Singh	Zoology	Sudha Singh
9 Sagarika Chakraborty	Zoology	Sagarika Chakraborty
10. Diksha Chetry	Zoology	Diksha Chetry



Department - Political Science

NAME	ROLL NO	SIGNATURE
(1) Mehak Ahmed	282	Mehak Ahmed.
(2) Annu Singh	40	Annu Singh.
(3) Rashni Singh	429	Rashni Singh
(4) Gitashree Dowarah	162	Gitashree Dowarah
(5) Puja Dehingia	396	Puja Dehingia
(6) Ankita Korwar	36	Ankita Korwar
(7) Hansita Gogoi	170	Hansita Gogoi
(8) Dikshita Phukan	121	Dikshita Phukan
(9) Kironmoyee Baruah	245	Kironmoyee Baruah
(10) Jyatika Gogoi	219	Jyatikha Gogoi
(11) Sneha Ray	476	Sneha Ray
(12) Daiyarani Gogoi	102	Daiyaani Gogoi
(13) Bharwati Sovapandit	84	Bharwati Sovapandit
(14) Nimita Yadav	340	Nimita Yadav
(15) Oliprya Hoo	344	Oliprya Hoo
(16) Disha Ghosh	131	Disha Ghosh
(17) Gayatri Patra	167	Gayatri Patra
(18) Priya Nandi	383	Priya Nandi
(19) Plabita Paul	363	Plabita Paul
(20) Nancy Saikia	306	Nancy Saikia.
(21) Anjum Akhtar Hussain	24	Anjum Akhtar Hussain
(22) Tamanna Tanvir	516	Tamanna Tanvir