



Vidya Bharati Mahavidyalaya, Amravati

I.T. Proficiency & Development Cell

Activity Report- 2017-2018

Activity-1

Workshop on “Effective PowerPoint Presentation”

To aware the Postgraduate students about Preparing and effectively presenting PowerPoint Presentation. To prepare the students to give effective PowerPoint presentation in academic seminars, workshops and other areas. To assist students technically to prepare the PowerPoint Presentation for Paper Publication and Paper Presentation. To help the students to understand the motto of presentation and how to make it simple yet effective. Guided students on the flow of power point presentation – Heading, Introduction, Topics, Subtopics, Figures and transition effect when necessary. The activity was conducted during 27/02/2018 by Prof. A. V. Rathi & Prof. A. D. Nichale. Total no. of Beneficiary was 43.



Workshop on “Effective Power Point Presentation”

Activity-2

Workshop on “Office Automation”

To provide the Basic Knowledge of MS-Word/Excel/Powerpoint and Internet to Teaching and Non Teaching staff Members. This workshop designed for the non-teaching staff/ Administrative staffs of college campus who wish to learn to create and edit simple documents effectively. On completion of this course, the delegate will be able to create and use documents of various kinds effectively including editing and formatting, simple use of tables and pictures, and printing. Also to make the staff members familiar with Internet and Tools available on Internet. The activity was conducted between 03/07/2017 to 07/07/2017 by Prof. A. M. Dwivedi & Prof. S. B. Bele. Total no. of Beneficiary was 44.



Workshop on “Office Automation”