



**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE
COLLEGE (Gils), Janagaon**

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ACADEMIC YEAR : 2022-23

**WORK SHOP ON COMPUTER BASICS, MS-OFFICE AND
INTERNET APPLICATIONS**

Conducted by Dept of Computer Science

The faculty development programme conducted on 19th December 2022 at 03:00 pm .

A five days Faculty development programme on “**Computer Basics, MS-Office and Internet Applications**” was successfully conducted in campus, on 19th – 22nd December 2022 by Dept of Computer Science. The FDP programme received an overwhelming response with all the staff.

The first day FDP topic is “how to create soft copy reports “, and How to use internet Browsers for reports. Next 4 days discussing about

1. Contents of MS office and its uses
2. How to create folders in soft copy and where to save them
3. How to convert text or excel .JPEG to PDF format with using internet Google chrome
4. What is Google drive? How it can be used?
5. What is Google Docs, Google Excel sheets, how to use them, Do’s and Don’ts.



ATTENDANCE FOR INTRA FDP

S No	Name of The Faculty	Designation	19/12/22	20/12/22	21/12/22	22/12/22
1	P. Saritha	DL in Political Science				
2	Seema Jabeen	DL in Commerce				
3	G.Manjula	DL in Zoology				
4	Ch.Vennela Veena	DL in Mathematics				
5	P.Uma	DL in Commerce				
6	G.Prathyusha	DL in Commerce				
7	S.Praveena	DL in English				
8	Ch. Soumya	DL in Physics				
9	J.Sunitha	DL in Telugu				
10	B. Vani	DL in Chemistry				
11	D. Swetha	DL in History				
12	D. Sony	DL in Telugu				
13	D. Vishnupriya	DL in Commerce				
14	K. Jyothi Rani	DL in Chemistry				

Workshop Report

Type of Activity	FDP
Date of Activity	19th December 2022
Name of the Organizing Department	Computer Science
Activity/ Program Details	Computer Basics, MS-Office and Internet Applications for non computer background faculty
Outcomes / Benefits	How to use MS-Office and Internet Applications
Participants	15

