Report on 15 Days Computer Training Course Date: 21st May to

4thJune, 2022

Venue: Rongpur Part- I, Lala, Hailakandi

A Computer Training Programme/Course for the students was organized by the Vocational Training and Life Skill Development Cell, IQAC, Lala Rural College in collaboration with Mongaldip Infotech under Soft Skill Development Programme from 21st May to 4th June, 2022 with an objective to acquaint the students with knowledge of computer basics and applications.

The inaugural session began at 10.30 a.m. with opening remarks by Dr. Sonali Roy, Convener, Vocational Training and Life Skill Development Cell, IQAC, Lala Rural College. Dr. Tanuj Kumar Dey, Principal, Lala Rural College inaugurated the programme and gave his inaugural speech highlighting the importance of computer knowledge in today's world.

A total of 30 students, both from Arts and Commerce Stream, participated in the programme. The training process was incredible and interesting, as the institution provided the environment/ space, instructors and training manual/ curriculum was distributed to each participant before the start of the process. All the sessions were very effective and fruitful for the participating students. The queries put forward were effectively answered by the efficient instructors of the institution.

The valedictory session was held on4th June, 2022 at 4.00 p.m. It started with the speech of Dr. Tanuj Kumar Dey, Principal i/c. He emphasized on the fact that having an in-depth knowledge of computers is an invaluable skill to have these days. Since the extensive use of computers is bound to increase in the foreseeable future, computer skills will be really valuable. He also assured that the college would be organising more such training programmes in future to enhance the computer knowledge of the students of Lala Rural College. The programme wrapped up around 4:30 p.m. with the distribution of certificates and delivery of vote of thanks by Mrs. Deepmala Paul, Asstt. Professor and Member, Vocational Training and Life Skill Development Cell, IQAC. The college authority had given tremendous support and co-ordination in making this event a successful one. After completion of this workshop students have felt encouraged to explore these areas further.

Enclosures:

1. Course Outline   Sd/-

2. List of Participants   Dr. Sonali Roy, Convener,

3. Photographs   Vocational Training & Life

Skill Development Cell, IQAC

Course Outline:

Topic	Sub -Topics
Computer Applications & Basics	Introduction, Basic Applications of Computer, Components of Computer, Connecting Computer Components, Computer Hardware & Software.
Computer Operating System	Basics of Operating System, Linux, Windows, Task Icons, Bars, System Settings, Setting Date & Time, File Management.
Word Processing	Introduction, Printing a File, Document Creation , Editing, Saving & Text Formatting,
Working with Graphs and Charts	Creating Charts using Char Wizard - Steps to Create an Embedded Chart, Steps to Create Separate Charts on a Chart Sheet. Sizing and Moving Charts. Updating Charts, Changing the Chart Type. Adding Titles and Gridlines and Formatting Legends -Adding a chart title, Adding gridlines and formatting legends. Previewing and Printing Charts.
Microsoft Excel, Spreadsheet & Worksheet	Introduction, Rows, Columns & Cells, creating and using multiple worksheets and linking workbooks.
Power point	Slides, Creating Power Point Presentation and Designing.
Database Management	Introduction, Adding Sort Codes, Sorting the Database, Basics of List, Finding Records, Using Wildcards, Filtering Records in a Worksheet - Customizing filters, Using

	multiple filters, Summarizing Data, Creating the Pivot Table.
Using Functions	Applying Functions - The Round Function,The Count Function, The Max Function, The Min Function, The Average Function, The Sum Function. Worksheet Function using Function Wizard, The Vlookup Function
Creating and Using Macros	Creating Macros, Recording Macros and Steps for recording a Macro, Recording the macro, Running a Macro. Documenting the Macros - Examine your macros, Step to add comments in a macro. Assigning Macros to Buttons - Creating Macro Buttons, Resizing a macro button, Moving a macro button. Running Macros with Macro Button, Using a Keyboard short-cut to Run Macro, Assigning a short-cuts key to a macro.
Introduction to Internet	WWW & Web Browsers, Basics of Computer Network, Internet, Search Engines, URLs, How to Use Web Browser? An Overview of Computer Viruses, Basics of Email, How to Use Email, Instant Messaging, Formatting an Email.
Integrating Excel with Word and the Internet	Integrating Worksheet Data and Charts with Word, Creating an Embedded Worksheet Object in Word Document, Creating a Hyperlink to a Word Document, Using the Internet Assistant Wizard to Convert Worksheet Data and Charts to Web Pages.

Creating Web	Creating a Web Page from a wizard, Creating a web page from a Template, Converting a Word Document to a Web page.
MS ACCESS	Ms Access Database Components, Introduction to Database - Creating Database- Wizard, Creating Tables Wizard, Design View, Datasheet View. Basic Structure of Tables – Field Names, Data Types, Description, Properties. Creating Queries - Opening Queries, Design View, Datasheet View, Closing Queries. Introduction to Form - Opening a Form, Types of Forms, Designing a Form Wizard, Navigating in Forms, Finding Records in Forms. Introduction to Reports - Opening and Viewing Reports, Types of Reports, Forms and Reports, Closing and Saving Reports.

List of Participants:

Sl. No.	Name	Class
1	Ksh. Albeto Singha	TDC II Sem (C)
2	Anwar Shahid Laskar	TDC II Sem (C)
3	Nikita Modak	TDC II Sem (A)
4	Tina Dey	TDC II Sem (A)
5	Priya Nath	TDC II Sem (A)
6	Ampi Nath	TDC IV Sem (A)
7	Poheli Nath	TDC IV Sem (A)
8	Puja Nath	TDC II Sem (A)
9	Piyali Roy	TDC IV Sem (A)
10	Taposhi Ghosh	TDC IV Sem (A)
11	Satyajit Kar	TDC IV Sem (C)
12	Lakshmi Nath	TDC IV Sem (A)
13	Khadija Begom Choudhury	TDC II Sem (A)
14	Mousumi Nath	TDC II Sem (A)
15	Debdali Nath	TDC II Sem (C)
16	N. Nungshileima Singha	TDC II Sem (C)
17	Sangitha Nath	TDC VI Sem (A)
18	Neha Nath	TDC VI Sem (A)
19	Baisali Roy	TDC VI Sem (A)
20	Suraj Kar	TDC VI Sem (A)
21	Julan Dushad	TDC VI Sem (A)
22	Popy Nath	TDC VI Sem (A)
23	Abu Salman Mazumdar	TDC II Sem (C)
24	Champok Das	TDC II Sem (C)
25	Th. Kirtiman Sharma	TDC IV Sem (C)
26	Priya Devi Nunia	TDC IV Sem (C)
27	Shivam Das	TDC IV Sem (C)
28	Masum Ahmed Mozumdar	TDC VI Sem (C)
29	Johura Begum Laskar	TDC VI Sem (C)
30	Monu Lunia	TDC VI Sem (C)

Photographs:

Lala, Assam, India
GH65+7R2, part i, Lala, Assam 788161, India
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Lala, Assam, India
GH65+7R2, part i, Lala, Assam 788161, India
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Lala, Assam, India
GH65+7R2, part i, Lala, Assam 788161, India
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Sd/-

Dr. Sonali Roy
Convener,
Vocational Training &
Life Skill Development Cell, IQAC,
Lala Rural College, Lala