



Report of the event- ICT training for First year students- Computer Basics

- **Course Name: Computer Basics**
- **Duration: May 5, 2022, to May 7, 2022**
- **Offered By: Department of Physics & IQAC, Shahid Matangini Hazra Govt. General Degree College for Women**
- **Curriculum Developed By: Mahadeb Pal, Dipankar Das, and Nabendu Sekhar Kar**
- **Total Number of Students: 75**

Objectives

The primary aim of the "Computer Basics" course was to provide first-year students with foundational ICT skills essential for their academic and future professional endeavours. The course covered a range of topics including:

Introduction to Microsoft Office suite

- **Familiarization with Google applications such as Google Forms and Google Sheets**
- **Basic skills in creating and delivering presentations using Microsoft PowerPoint**
- **Practical experience in filling out and submitting various forms online.**

Course Content and Structure:

Microsoft Office Suite:

Microsoft Word: Introduction to document creation, formatting, and editing. Students learned how to use basic features such as text formatting, inserting images, and creating tables.

Microsoft Excel:

Training focused on spreadsheets, including data entry, basic formulas, and data visualization using charts.

Microsoft PowerPoint:

Instruction on creating effective presentations, including slide creation, use of templates, insertion of multimedia elements, and presentation delivery tips.

Google Applications:

Google Forms: Students learned to create surveys and forms, configure question types, and collect responses.

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Google Sheets: Training included basic spreadsheet functions similar to Microsoft Excel, with emphasis on cloud-based collaboration.

Google Drive: Overview of cloud storage and file sharing capabilities.

Online Forms:

Practical sessions on filling out and submitting various online forms, focusing on accuracy and understanding form fields.

Implementation and Execution

The course was conducted over three days with intensive hands-on sessions led by the instructors. Each session included lectures, demonstrations, and practical exercises to ensure that students could apply their learning immediately.

Day 1: Introduction to Microsoft Word and Excel

Day 2: Advanced features of Excel and Introduction to PowerPoint

Day 3: Training on Google Forms, Sheets, and practical online form filling exercises

Outcomes and Evaluation

- Student Participation: All 75 enrolled students actively participated in the sessions. Feedback was gathered to assess their understanding and practical application of the skills taught.
- Skill Acquisition: Students demonstrated a solid understanding of basic computer applications, and many expressed increased confidence in using these tools for their academic work.

Feedback:

- Students appreciated the practical, hands-on approach and the opportunity to learn essential digital skills.
- The "Computer Basics" course effectively met its objectives by equipping first-year students with fundamental ICT skills necessary for their academic and personal growth. The consistent effort by the Department of Physics & IQAC in delivering this training underscores the college's commitment to integrating digital literacy into the curriculum.
- This training not only prepares students for their current academic tasks but also provides a strong foundation for future technological challenges. The college plans to continue offering similar ICT training programs to ensure that all students are adept in essential digital skills.

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