

SCCE CSE

NEWS LETTER

DECEMBER 2017

FACULTY DEVELOPMENT PROGRAM ON IT-ESSENTIALS

From 11th Dec – 16th Dec 2017, the Coordinator **Mr. K. Srinivas** has organized One Week Faculty Development Program on IT Essentials. It is the key concepts for every faculty. With the intension to provide minimum knowledge about basic concepts of computer and internet to everyone and to remove the fear of handling any of the basic computer tasks, this program has been implemented in our college.



The four trainers from our institution **L. Jayapal, K. Ravi Chythanya, K. Srikanth Reddy, N. Ganesh Kumar** who are the Assistant Professors, has started theory and practical classes for every faculty in the college. The topics covered by the trainers in the classes were **MS-WORD, MS-EXCEL, MS-ACCESS, INTERNET BASICS**. With the knowledge in this field, now each and

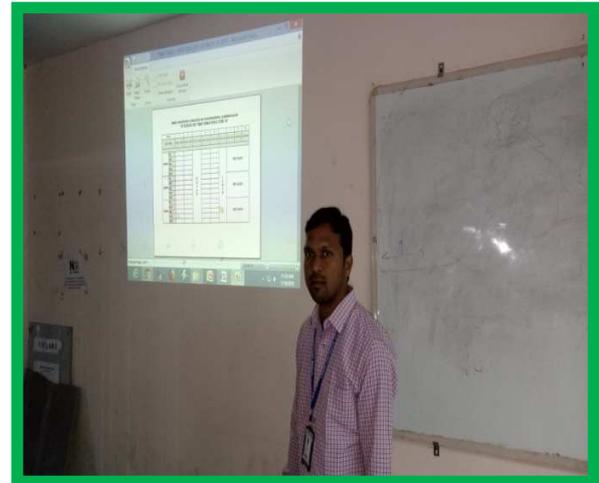
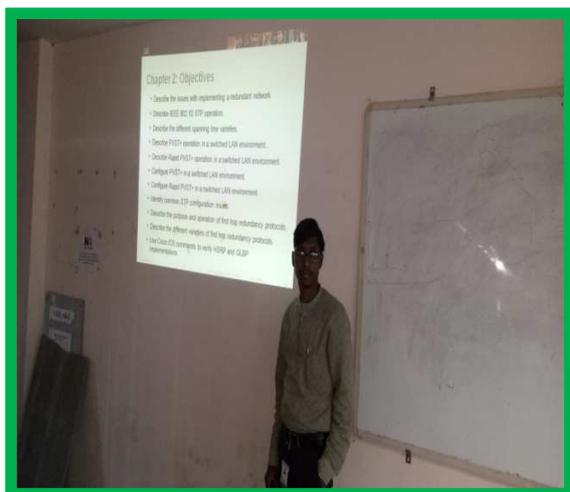
every faculty is capable of handling any of there personal or college work smoothly and independently with confidence. The goal of this program is to provide all necessary help in imparting total quality education to develop innovative, entrepreneurial and ethical future professionals.

The topics covered in FDP are

MICROSOFT OFFICE

MS-WORD:

We learn basic and advanced tasks of using MS-Word such as Writing Letters, Creating ID Cards, Visiting Cards, Mail Merge, and Macros. These concepts will give us the basic and advanced concepts of different



alignments, different font styles, how to give different line spacing, and inserting different objects such as images, tables, and word art.

MS-EXCEL:

We learn basic and advanced tasks of using MS-Excel such as Creating Time Tables, Creating Attendance Sheets, Marks Records, and Student List. These concepts will give us the basic and advanced concepts of different alignments, how to insertgraphs, charts, and images. Special topics like filters, formulas, format conditions, all mathematical operations, and page setup.

MS-ACCESS:

We learn basic and advanced tasks of using MS-Access such as Creating Database Tables, Mapping, and Generating Reports.

INTERNET BASICS:

We learn Creating E-Mail accounts, Google searching techniques, online form filling, setting up proxy, Internet connection checking, download and uploading contents to mail and other web sites.



