

Enhancement of Computer Skill – Level-I (for Office/Ministerial Staff)

(8 June to 22 June 2021)

Workshop,

organized by

SLIET Longowal

Ministry of Education, Govt. of India.

DATE/TIME	04:00-04:15 pm	04:16 am -04:30 pm	4:30 pm -6:00 pm
08.06.2021 Tuesday	Registration/ Inauguration	Introduction and need of Microsoft Tools (Dr. Tajinder Singh)	Microsoft Word (Er. Jagdeep Singh)
10.06.2021 Thursday	4:00 to 4:45 pm		4:45 to 6:00 pm
	Microsoft Power Point (Dr. Sunil Kumar)		Hands on Practice (Dr. Sunil Kumar)
12.06.2021 Saturday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Hands on Practice Microsoft Word (Er. Jagdeep Singh)		Microsoft Excel (Dr. Tajinder Singh)
15.06.2021 Tuesday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Hands on Practice Microsoft Excel (Dr. Tajinder Singh)		Introduction to Visio (Dr. Rishabh Verma)
17.06.2021 Thursday	4:00 to 4:45 pm		4:45 to 6:00 pm
	Advance exploration on Visio (Dr. Rishabh Verma)		Hands on Practice Visio Dr. Rishabh Verma
19.06.2021 Saturday	4:00 to 4:45		4:45 to 6:00 pm
	Introduction to online available Tools (Dr. Yogesh Verma)		Usage of Online available Resources (Dr. Yogesh Verma)
22.06.2021 Tuesday	4:00 to 5:00 pm		5:00 to 6:00 pm
	Doubt Session (All Resource Persons)		Valedictory and Online quiz

WhatsApp Link: <https://chat.whatsapp.com/Eo6OwHINKIVDFhTx81mflk>

Session Link : <https://meet.google.com/ggy-txvk-bvb>