One week workshop organized
on
Enhancement of Computer Skill (Level-I)
(For Office/Ministerial Staff)
by

Sant Longowal Institute of Engineering &

Technology, Longowal, Sangrur, Punjab, India.

(Deemed to be University)
Website: www.sliet.ac.in

(Under Ministry of Education, Government of India)

Course Organizer

Dr. Tajinder Singh
Assistant Professor
(Computer Science & Engineering Department)
&
Dr. Rishabh Verma
Assistant Professor
(Electrical & Instrumentation Engineering Department)

Introduction

Microsoft tools are the most popular in the past and in the present. It remains to be the top choice among the researchers, office staff and students as compare to other available options. It is an indispensable tool for most computer users, where users can utilize the various services such as Microsoft Word, Microsoft Excel, Microsoft Power Point and many more. Users can create the documents and complete a number of other functions related to word processing, excel and power point. Availability of such tools and knowledge to operate them nicely definitely helps the users to operate the various applications in efficient, faster and convenient way. These all tools are the most used aspects of information technology; the people of most ages from the young grade school student to the elder grandmother could have encountered the need for word processing. Therefore by considering these all needs, our institute is organizing a workshop on "**Enhancement of Computer Skill**" for office/Ministerial staff to enhance their skill and to uplift the technical efficiency.

Objective

- The main objective of this course is to provide opportunities to gain knowledge and/or to develop skill sets for professional growth.
- This program will teach the participants numerous domain explorations in terms of Microsoft tools.
- It will also teach the participants analytics skills and its applications in read world situations.
- The program will help the participants use the acquired skills in solving assignments which will mimic real case studies.

Resource Persons

Faculty members of SLIET from the various departments with proven knowledge will deliver lectures and analyze case studies.

Course Content

- Microsoft Word (Basic) and hands on practice.
- Microsoft Power Point and Tutorial hand on.
- Microsoft Excel and real time examples in the form of tutorial sheets.
- Microsoft Visio and hands on.
- Online available resources and tools (Google drive etc.)

Registration Fee: No registration fee to attend this course.

Target Participants

Scientific Staff / Instructors / Technical Assistants / Ministerial Staff.

How to Apply:

The interested persons from SLIET Staff are required to send the duly filled registration form on or before June 7th, 2021, through the Google form link:
https://docs.google.com/forms/d/e/1FAIpQLSd95yPIBK3CPHFtPvmIJcqxRe-wMHVmCMKN8kHsEzq4W6uuqA/viewform?usp=sf_link

Chief Patron
Prof. Shailendra Jain, Director, SLIET Longowal.

Patron

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Prof. J.S Dhillon Dean (F&S)

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Course Coordinator

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Address for Communication
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