Phase IV, Programme No. – 08
05 Days Online National Workshop on
Advance Features of MS Office
From 5th to 9th October, 2020

Brief Report

The **Teaching Learning Centre (TLC)** of **Shri Lal Bahadur Shastri National Sanskrit University (Central University), New Delhi** established under the scheme of **Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, Ministry of Education, Govt. of India** organized **05 Days Online National Workshop** *(8th programme of its IVth phase)* on **Advance Features of MS Office** from **5th to 9th October, 2020.** The objectives of this workshop were to acquaint the participants with the various applications of MS Office together with providing insight in the advance features & their workable procedures of various MS Office applications so that to enhance the skills and competencies for using various MS Office applications specially Word, Excel and PowerPoint. The online workshop was conducted through **Google Meet platform**. The inaugural session commenced with the welcome speech and backdrop note by the *Project Head* **Prof. Amita Pandey Bhardwaj** followed by **Chief guest** address of **Dr. Omkar Rai** *(Director General, Software Technology Parks of India, New Delhi)* and presidential address of hon'ble *Vice Chancellor* of our University **Prof. Ramesh Kumar Pandey** further it ended up with vote of thanks by **Prof. K. Bharathbooshan** *(Dean & Head, Faculty of Education).* The workshop was transacted through 30 distinctly designed sessions comprising of Inaugural, Induction, 14 Technical, 05 Q&A sessions, 05 Self-practice, Online assessment, Feedback, Sharing of experiences and Valedictory sessions. The registration received till last date were 293 out of which 246 participants were given confirmation after screening. Although, 224 participants confirmed their participation but only 197 continued & 27 left due to their personal reasons. In **197 participants**, 196 were from **21 states** and **3 UTs** of India and **one from outside India** viz. Kingdom of Saudi Arabia. The participants from 21 states include Andhra Pradesh (07), Assam (02), Bihar (05), Chhattisgarh (01), Gujarat (01), Haryana (15), Himachal Pradesh (01), Jharkhand (01), Karnataka (03), Kerala (01), Madhya Pradesh (04), Maharashtra (34), Odisha (04), Punjab (05), Rajasthan (21), Tamil Nadu (07), Telangana (03), Tripura (03), Uttar Pradesh (30), Uttarakhand (10) & West Bengal (07) while that of three UTs were Chandigarh (02), Delhi (28) and J&K (01). All the technical sessions were conducted under the able guidance of **eight Resource Persons** having expertise in the concerned area from various reputed institutions. The main themes covered in the workshop were – creating and managing documents, use & application of Microsoft Office references tab, creating worksheet, charts, graphs & pivot table, data tools and basic formulae in MS Excel, Uses and applications of design & layout tab, formatting documents and mail merge in MS Word. In addition to this, creating interactive presentations, infographics and media, smart animation, slides designs themes & templates, smart art, charts & table in MS PowerPoint. The participants were assigned 13 assignments of which **10 assignments** were compulsory, on the basis of the themes taken up in the technical sessions. An **online assessment test was administered** where **75% of the participants scored above 60%.** In order to ensure the quality of the lectures delivered from the participant's point of view an **online feedback about the Resource Persons** was taken in 04 categories viz. **Outstanding, Very good, Good & Satisfactory** and the average found was **74%, 22%, 03% & 01%** in the respective categories. In addition to this, **online feedback about the workshop** was also taken on 10 points in five categories and the average percentage was found to be **75%** in **Excellent, 21%** in **Very good, 03%** in **Good, 01%** in **Satisfactory** and **Nil** in **Unsatisfactory categories**. In the valedictory session, the **Project Head** welcomed the guests and presented the workshop report followed by the **Chief guest** address by **Dr. Anil D. Sahasrabudhe** *(Chairman, AICTE, New Delhi)* and **presidential address** by our *hon'ble Vice Chancellor* **Prof. Ramesh Kumar Pandey**. The workshop ended with vote of thanks by Dean & Head, Faculty of Education. After the completion of the workshop, the e-certificates and e-photo album were mailed to the successful participants.