

Report on One-Day Computer Training Programme

Organized by: Patrasayer Mahavidyalaya

Date: 12.12.2024

Introduction

Patrasayer Mahavidyalaya organized a one-day Computer Training Programme aimed at enhancing the digital literacy and computer skills of the participants. The programme was designed to familiarize attendees with essential computer applications and boost their confidence in using technology effectively. Mr. Sandip De, Technical Staff, Patrasayer Mahavidyalaya acted as the resource person for the event.

Objectives

The main objectives of the training were:

- To provide basic and intermediate computer skills to participants.
- To improve digital literacy for academic and professional purposes.
- To equip learners with practical knowledge of commonly used software and tools.

Overview of the Programme

The training began with an introduction to fundamental computer concepts, including hardware and software basics. Participants were then guided through essential applications such as word processing, spreadsheets, and presentation software.

Hands-on sessions allowed participants to practice creating documents, managing data, and preparing presentations. The resource persons emphasized the importance of computer skills in modern education and workplaces, encouraging learners to continue developing their competencies.

Interactive discussions and Q&A sessions were included to address participant queries and provide personalized guidance.

Key Topics Covered

- Basic computer operations and terminology
- Microsoft Word: Document creation and formatting

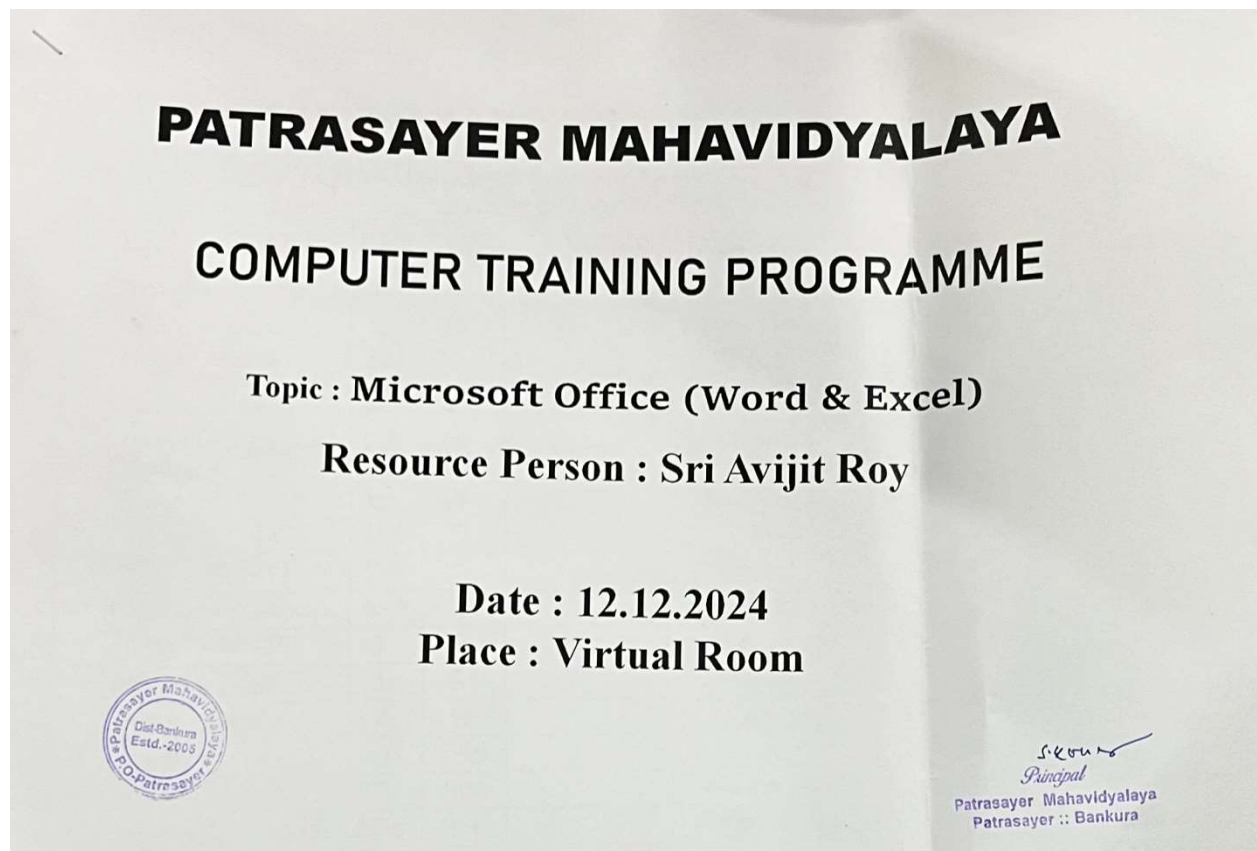
- Microsoft Excel: Data entry, formulas, and basic analysis
- Microsoft PowerPoint: Designing effective presentations
- Internet browsing and email communication basics

Participant Feedback

Participants appreciated the practical approach of the training, which made learning engaging and accessible. Many expressed increased confidence in using computers and felt motivated to further their digital skills.

Conclusion

The one-day Computer Training Programme organized by Patrasayer Mahavidyalaya successfully met its goals of improving computer literacy among participants. The hands-on experience and comprehensive coverage of essential software tools provided valuable skills to support academic and professional growth.





PATRASAYER MAHAVIDYALAYA

STUDENT'S ATTENDANCE SHEET

Date- 12/12/24

SUBJECT:

One Day Computer Training Programme

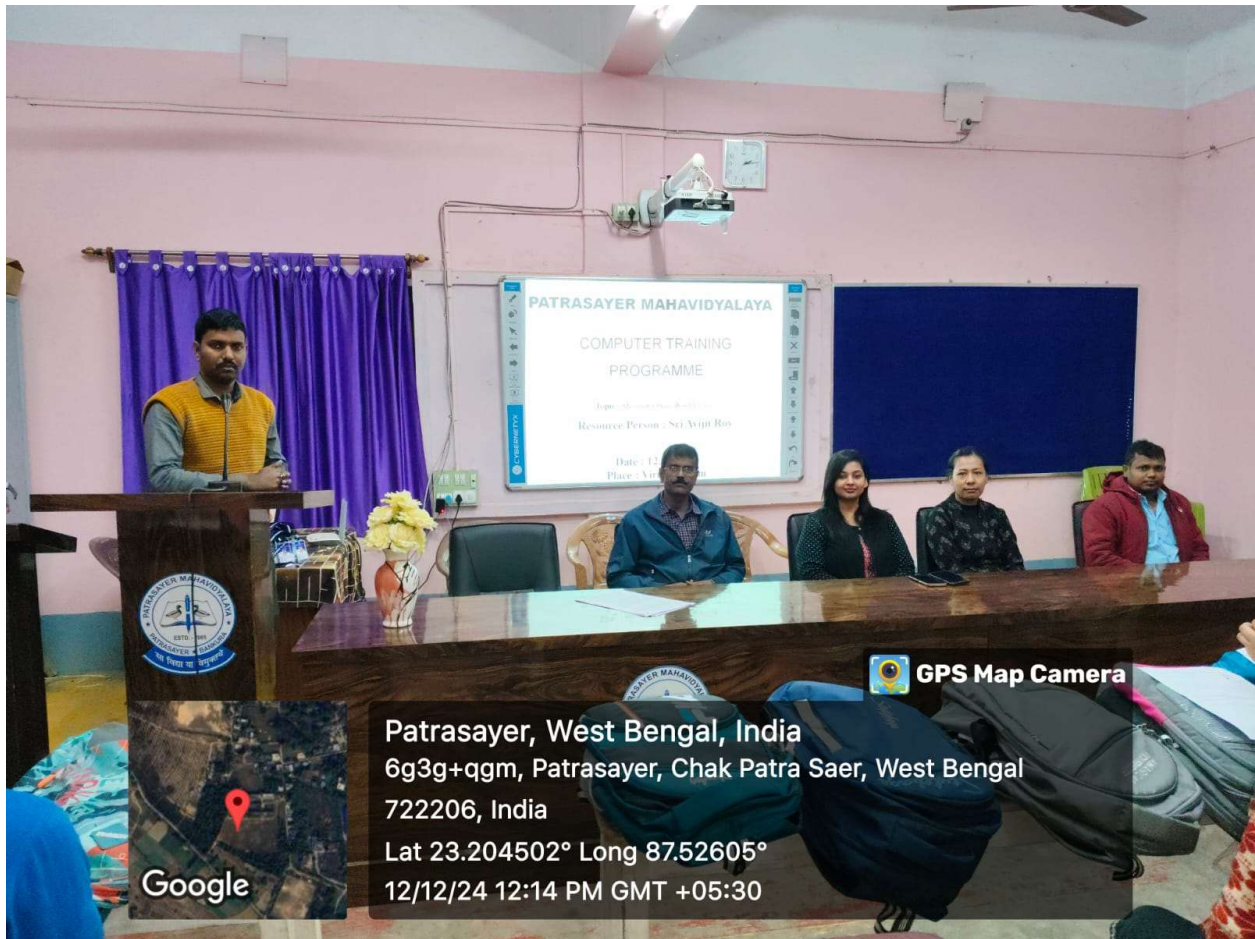
SL. NO	STUDENT NAME	SEM	ROLL NO	UID	SIGNATURE
1.	Priya Namoli	1	24		Priya Namoli
2.	Amrita Dawn	1	3		Amrita Dawn
3.	Nisha Adhikari	1	39		Nisha Adhikari
4.	Malabi Mondal	1st	44		Malabi Mondal
5.	Sultana Khatun	1	15		Sultana Khatun
6.	Ankita Pal	1st	4		Ankita Pal
7.	Tanushree Shyam	1st	46		Tanushree Shyam
8.	Baisakhi Ghosh	1st	37		Baisakhi Ghosh
9.	Taniya Pal	1st	9		Taniya Pal
10.	Tanushree Biswas	1st	7		Tanushree Biswas
11.	Jashoda Sarkar	1st	8		Jashoda Sarkar
12.	KOYEL BAGDI	1	12		Koyel Bagdi
13.	Nilbedita Das	1	6		Nilbedita Das
14.	Koyel Roy	1	42		Koyel Roy
15.	Riya Pal	1st	43		Riya Pal
16.	Ashoke Khawas	1st	40		Ashoke Khawas
17.	Jagannath Sarkar	1st	47		Jagannath Sarkar
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25.					S. K. Roy

Principal
Patrasayer Mahavidyalaya
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