R.K.S.D (PG) COLLEGE KAITHAL
Department of Computer Science

NOTICE

Department of Computer Science is going to organize a one-day workshop entitled **"Maximizing Productivity with ICT tools and Computer Networking"** on dated 31st May, 2022 for the Teaching & Non- Teaching staff of the Institute.

Venue: Computer Lab 3

Time: 9:00 a.m.to 4:00 pm

Interested staff members are requested to register their names in the department and join the workshop well in time.

Syllabus:

MS -Word	MS-PowerPoint	MS-Excel	Networking	Video Editing
Introduction to Word Processing and MS-Word, Working with documents, using tables, pictures, and charts, Mail Merge, Macros	Creating and enhancing a presentation, Working with pictures and shapes, charts and tables, Animation and Sounds	Introduction to Excel,Spreads-heets, Entering and editing worksheet data, Worksheet and cell range operations, Making charts, Creating a list, Sorting of Multiple Columns, Filtering Data, Auto Filter.	Install and configure network devices hub, switch and routers, Difference between hub, switch, router and bridge	Combine video with music, image and graphics, Cut documentary, narrative and promo style videos, Add video effects to liven up your projects, Create graphic overlays to add texture to your videos

Mentors: Mr. Manu Nirwani

Mr. Balwan Saini

Co-Convenor: Ms. Priyanka Gandhi

Convenor: Dr. Matish Garg

(Dr. A.K. Narula)
HOD

(Dr. S.K. Goyal)
Principal

R.K.S.D. College Kaithal
Department of Computer Science
One Day Workshop

Title: Maximizing Productivity with ICT tools and Computer Network-ing

Attendance Sheet

S.N.	Staff Member Name	Department	Sign
1.	Shivani Gupta	Computer Science	Shivs
2.	Aanchal Singla	Computer Science	Aanchal
3.	Sonia Khurana	Computer Science	Sonia
4.	Priyanka	Computer Science	Priya
5.	Manish Garg	Computer Sci	Man
6.	Deepak kumar	Computer Sci.	Deepak kumar
7	Naresh kumar	Librarian	Naresh Kumar
8.	Sanjeev Kumar	Library Restour	SanjuCC
9	Kuar Singh	Library Restour	Karandu
10	Anil Kumar	Dy. Supdt.	M
11.	Renu Dhanda	Administrative office	Renu Dhanda
12.	Gautam Goyal	Administrative office	Gautam
13	Vishal Gupta	Administration off	Vis
14.	Shikha Cheeran	Administrative off.	Sh
15	Parpush	Administrative	
16	Sunjeet	Physics	Sunjeet Sai
17	Punit	Physics	Punit
18	ASHOK KUMAR	office	A Kumar
19	BALWAN SINGH	Computer Science	Balwan