



VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)
IBRAHIMBAGH, HYDERABAD-500 031
DEPARTMENT OF INFORMATION TECHNOLOGY

A report on the One week

**"One-week Outreach Programme on "Computer Basics & MS-Office" for Rural Youth
(12th June, 2023 – 17th June, 2023)**

The objective of "Computer Basics & MS-Office" training programme for Rural Youth is to impart basic concepts of Computer Hardware and impart knowledge of how to work with MS-Office for preparing documents, spreadsheets and power point presentations. This Programme was conducted in a learning-by-doing mode. It concentrated more on hands-on experience for the participants rather than theoretical classes.

The Target Audience were students in 10 + 2, Degree and who want to pursue careers in IT and gain working knowledge of how computers work, how to assemble computers, and how to work with MS-Office.

The programme covered the topics, Computer Fundamentals: Hardware, Software, Operating Systems. CD/DVD Writing, Folder/File Creations/Deletions, Input/Output devices, File management in windows, installation of software, System setting, External devices like Printer/Scanner.

MS-Office: MS Word - Create documents with standard formatting commands. Single/Multi columns, Insert pictures/objects, drawings, hyperlinks, header/footer, Page numbers.

MS Excel -Creating worksheets with various kinds of data, making charts, conditional formatting, Awareness of the various functions – statistical, date/time, math etc, ability to explore and use these functions.

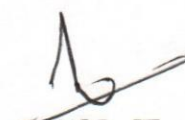
MS Power point - Create presentations with preset animations, using different layouts, Backgrounds, Slide master, Insert pictures/ objects, drawings, hyperlinks, header/footer, tables. These topics were dealt theoretically and practically with the support of teaching and non-teaching staff of the department.

A total of 56 participants from in and around Ibrahimbagh, Narsingi, Attapur, Golconda, etc., had attended this programme. Faculty from IT Department and staff from computer center have taught the participants on Basic concepts of Computers and MS-Word, MS-Excel and MS-Power Point. Apart from the oral teaching practical sessions were also held.

On the last day of the programme, the participants have implemented tasks related to MS-office. A test was conducted to check the participants learnings and to analyze their knowledge gained.

At the conclusion of this programme the participants gave a positive feedback of all the sessions and asked organizers to conduct more such programmes. The programme concluded with certificate distribution to the participants.

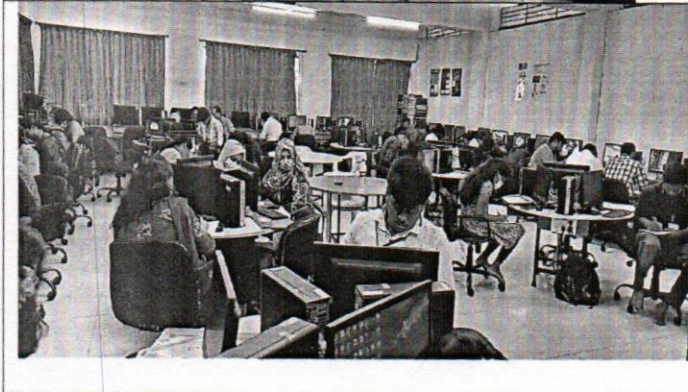
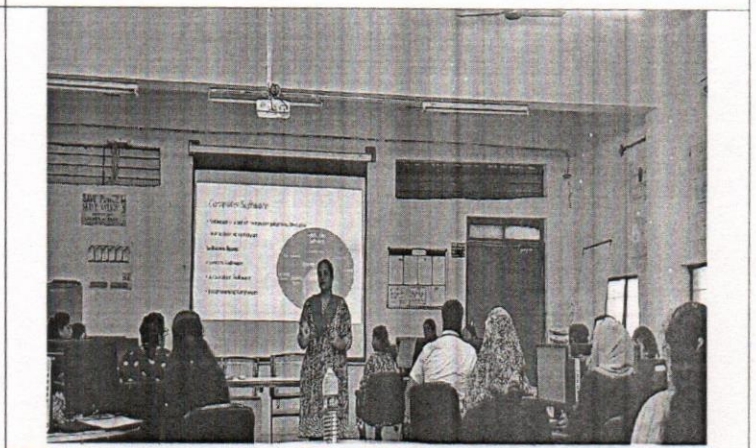
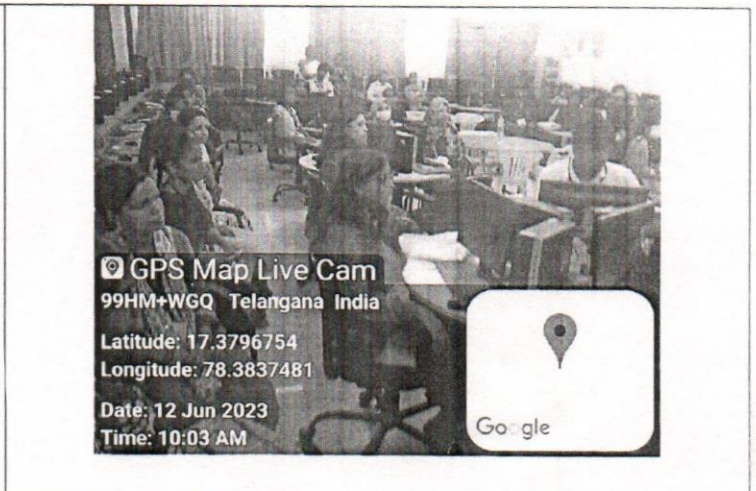
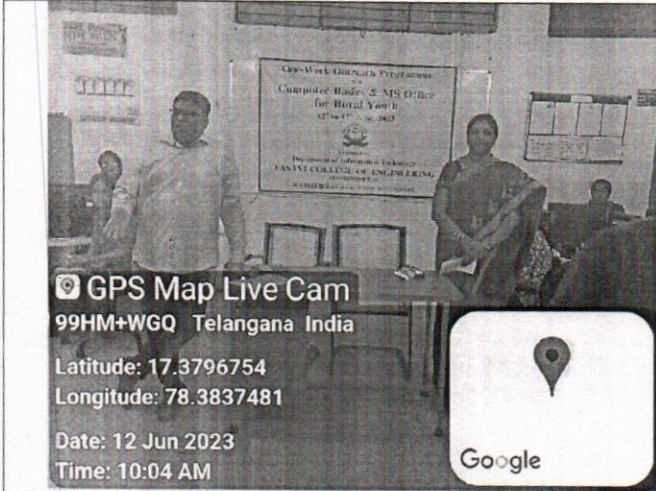

Faculty Coordinator


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Few Pictures of the Programme



N. Dora
Faculty Coordinator

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