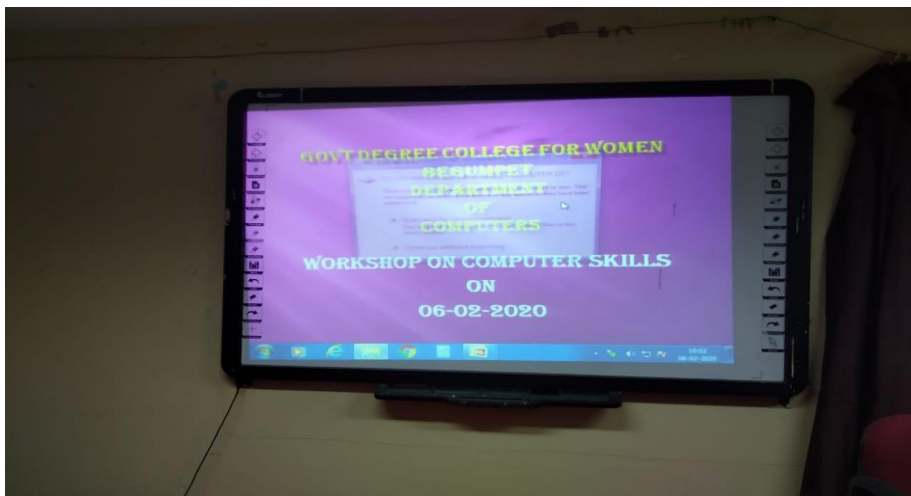


COMPUTER SKILLS

Department of Computers Organized one day Workshop for Non-Computers Students of I and II years, On MS-OFFICE ON 06/02/2020.



SESSION-I: Ms. P.KALPANA

Topic: FUNDAMENTALS OF COMPUTERS

Computer Definition, Characteristics and Limitations of Computers, Applications of Computers, Generations of Computer, Input and Output Devices, Block Diagram of Computer, Memory Hierarchy, Types of Memories.



SESSION-II-MS.G.T.JAYALAXMI

TOPIC-OPERATING SYSTEM, BASICS OF INTERNET

Operating system Definition, Operating system Types, functions of Operating System, Applications of Operating system, Internet definitions, Advantages and Disadvantages of Internet, Applications of Internet, email- creation.



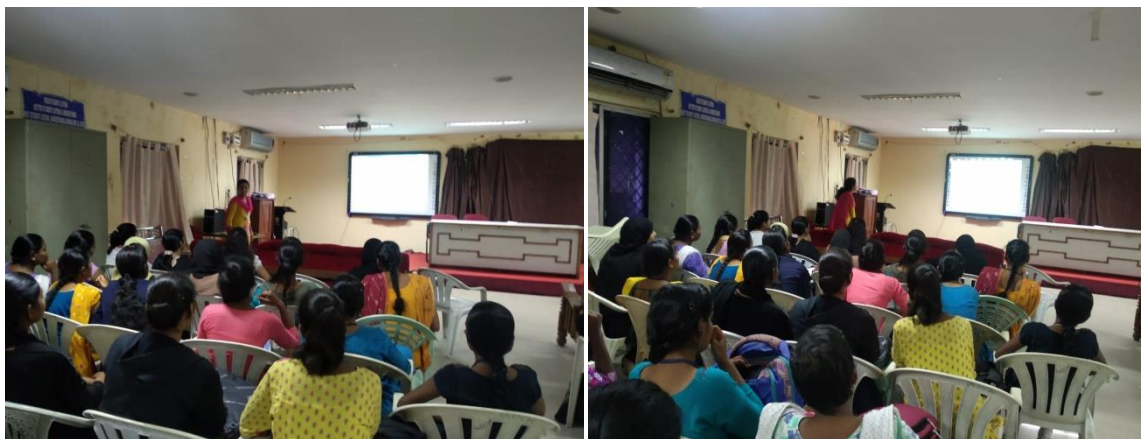
SESSION-III-A.LAXMI PRASANNA
TOPIC-MS-WORD

Introduction to Ms-Word, Features of Ms-Word, History of Ms-Word, Menus, Ribbon, Text Formatting, Mail merge, Macro creation, Visiting and Creation, insert an image and table and its Properties.



SESSION-IV –MS.K.ANKITHA
TOPIC-MS-EXCEL

Introduction to Excel, History of Excel, Features of Excel, Menus , Worksheet, Spreadsheet, Functions, Ribbon Tabs, Hiding & Unhiding a sheet ,How to Protect a workbook ,Different types of Charts & Graphs, Tables.



SESSION –V –Ms. M.SANDHYA
Topic-MS-POWERPOINT

Introduction to PowerPoint, Features of PowerPoint, slide Preparation, Animation, Custom animations, Template Designs.



