

FACULTY FORUM Academic Year 2017-2018

FACULTY FORUM

Ms.J.D.Sraswathi

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Ms.Reshma Begum

Member

Smt.S.Praveena

Member

Smt.Parveen Sulthana

Topic: Text formatting using M.S-word Date: 01.08.2017

Speaker: G.T.Jaya laxmi, Dept of computer science

Synopsis:

As the excel sheet and data analysis is important in the current situation for maintain department records, Faculty forum has organized a lecture Text formatting using M.S-word. G.T.Jaya laxmi, from the Dept of computer science has been invited for the lecture Text formatting using M.S-word. G.T.Jaya laxmi has shown various tools available in M-S Word.

Opening micro soft word, To launch Microsoft word, go to start>all programs>Microsoft office> Microsoft office word 2010.

Computers crash and documents are lost all the time so it is best to save often. Saving initially, saving later. Formatting Document, Formatting Paragraph, Page Layout, Cut, Copy and Paste, Numbered and bullet lists, Adding columns and headers and footers, Clip art, Drawing and word art, word wrap, creating a table, Flow charts, Print preview, printing, saving as pdf undo and redo, word count, Various short cut keys were given.



Topic: Moving towards creative education with social media Date:26.09.2017

Speaker: MS. parveen sultana, Dept of journalism

Synopsis:

MS. parveen sultana from the Dept of journalism has given lecture on Moving towards creative education with social media, as social media is very important. After the lecture there was discussion on education with social media. Socialising is an important part of growing up as is to socialise and make friends .It is important because, It allows the children to exchange ideas and learn new things .the more they interact ,the more they learn. This will invariably result in them becoming more confident in life. In todays world of globalization ,social networking play a massive part of all our lives ,that it can no longer be ignored. Social networking sites such as Facebook, Twitter, and Google+ and Whatsapp are few to be named

and setting a trend among youth as the usage by them is significant.



