**Aurora’s Degree & PG College**

(ACCREDITED BY NAAC WITH 'B++' GRADE)

**Chikkadpally, Hyderabad 500020**

World Computer Literacy Day Short Report

| **NAME OF THE EVENT** | World Computer Literacy Day |
| --- | --- |
| **TYPE OR TITLE OF EVENT** | World Computer Literacy Day |
| **FACULTY INCHARGE** | Srinivas U |
| **DEPARTMENT** | Computer Science |
| **DATE** | 02-12-2020 |
| **VENUE** | Main Block, Aurora’s Degree & PG College,Chikkadpally |
| **TARGET AUDIENCE** | Non-Teaching Staff |

**Objective:**

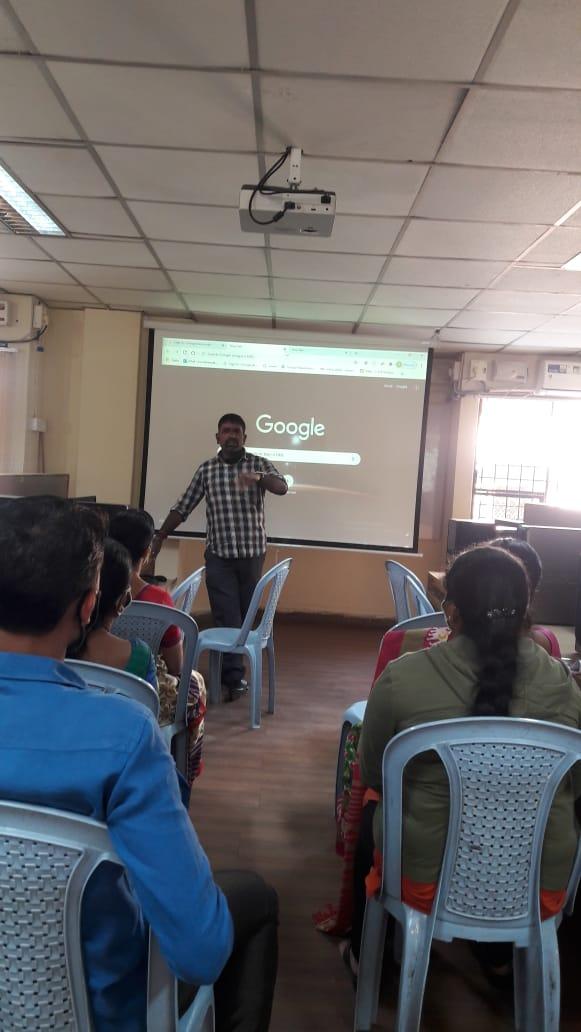
It is intended to encourage the development of technological skills, create awareness and drive digital literacy in underserved communities

**Brief about the event**

On 2nd 2020 event was conducted for the Non-Teaching staff on Ms-word and MS-Excel.In this connection explained Advantages and creation of document using formatting features, editing documents ,inserting tables take a print of document using page layout such as page setting, orientation and margins. excel features, creation of worksheet, calculation of data ,inserting charts and taking printouts of a worksheet with proper settings were explained

**Outcome:**

The Non-Teaching staff is aware about creation of document and formatting features in MS-word, creation of worksheet ,page setting in MS-Excel and Basic internet concepts.

**Aurora’s Degree & PG College**

(ACCREDITED BY NAAC WITH 'B++' GRADE)

**Chikkadpally, Hyderabad 500020**

World Computer Literacy Day Detailed Report

| **NAME OF THE EVENT** | World Computer Literacy Day |
| --- | --- |
| **TYPE OR TITLE OF EVENT** | World Computer Literacy Day |
| **FACULTY INCHARGE** | Srinivas U |
| **DEPARTMENT** | Computer Science |
| **DATE** | 02-12-2020 |
| **VENUE** | Main Block, Aurora’s Degree & PG College,Chikkadpally |
| **TARGET AUDIENCE** | Non-Teaching Staff |

**Brief about the event**

On 2nd 2020 event was conducted for the Non-Teaching staff on MS-word and MS-Excel. In this connection explained Advantages and creation of document using formatting features, editing documents, inserting tables take a print of document using page layout such as page setting, orientation and margins. excel features, creation of worksheet, calculation of data, inserting charts and taking printouts of a worksheet with proper settings were explained.

The following few important topics covered

* Change capitalizations the easy way
* Protect your document
* Basic formulas and calculations in Excel
* Scale spread sheet to fit on one page when printing from excel
* Freeze or lock rows and columns in an Excel worksheet
* Basics of Internet

