

One Week Workshop

On

“Basic Office Tools”

(from 5th February to 14th February, 2024)

Organized By:

**Department of Computer
Applications**



OFFICE OF THE PRINCIPAL
GOVT. DEGREE COLLEGE FOR WOMEN
KATHUA-184101
(NAAC Accredited B+ Grade)

Prof. (Dr.) Savi Behl
Principal

College Website: www.gdcwkathua.in

Ph. No. 01922-232647

Mob. No. 94191-63028

Email: womencollegekathua@gmail.com

No. GWDCCK/772^A/24

Dated: 01-02-2024

Minutes of the Meeting

A meeting of faculty members from the Department of Computer Applications and the Department of Physics was convened on 01-02-2024 at 12:15 pm in the office chamber under the chairmanship of the esteemed Principal. The primary agenda of the meeting was to discuss the organization of a workshop focused on "Basic Office Tools", aimed at enhancing students' proficiency in fundamental office software to meet the demands of the digital age.

Officials Present:

1. Dr. Inderjeet Kour, IQAC Convener
2. Dr. Amita Dua - Assist. Prof.
3. Prof. Sachinjeet Singh - Assist. Prof.
4. Prof. Surbhi Gupta - Assist. Prof.
5. Dr. Kamini Kapoor - Assist. Prof.

Discussion and Resolutions:

1. Objectives of the Workshop:
 - a) Provide a working knowledge of word processing software.
 - b) Impart skills to work with features of spreadsheet software.
 - c) Develop the ability to prepare effective PowerPoint presentations.
2. The workshop is scheduled to run for one week, from 05.02.2024 to 14.02.2024, excluding holidays.
3. The Workshop will be coordinated by the Department of Physics.
4. The Workshop will be organized by the Department of Computer Applications under the supervision provided by the Internal Quality Assurance Cell (IQAC).

Conclusion: The meeting concluded with a vote of thanks extended to all participants. The minutes of the meeting are hereby submitted for approval.


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Govt. College for Women
Kathua



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No. GWDCK/772-*B*/24

Dated: 01-02-2024

Order

In accordance with the minutes of the meeting referenced Order No. GWDCK/772-*A/B* Dated: 01-02-2024, a committee of the following members has been constituted to oversee the organization of a one-week workshop on "Basic Office Tools" scheduled from 5th February to 14th February 2024.

IQAC Convener: Dr. Inderjeet Kour - Associate Prof. (HOD) Chemistry

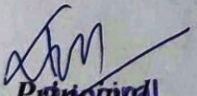
Coordinators:

1. Dr. Amita Dua – Assistant Prof. (HOD) Physics
2. Dr. Kamini Kapoor - Assistant Prof. Physics

Organizing Department:

1. Prof. Sachinjeet Singh - Assistant Prof. (HOD) Computer Applications
2. Prof. Surbhi Gupta - Assistant Prof. Computer Applications

The workshop is under the supervision provided by the Internal Quality Assurance Cell (IQAC).


Principal
Govt. College for Women,
Kathua



GOVT DEGREE COLLEGE FOR WOMEN KATHUA
DEPARTMENT OF COMPUTER APPLICATIONS
In collaboration with IQAC



Patron:



Dr. Savi Behl
Principal
GDCW Kathua

Organises

One Week Workshop

w. e. f

05 Feb-14 Feb, 2024

On

"Basic Office Tools"

Participants: Students of all the Semesters

Registration Link: [To Register click here](#)

WhatsApp Group Link: [To Join click here](#)

Objectives:--

1. To provide working knowledge of word processing software
2. To impart the skill to work with features of a spreadsheet software
3. To develop the ability to prepare PowerPoint presentation.

Venue: Computer Lab
Timings: 1:30 PM-2:30 PM

E-certificates will be given to all the participants.

Convener IQAC:

Dr. Inderjeet Kour
Associate Professor
(HOD, Dept. of Chemistry)

Resource Persons:

Mr. Sachin Jeet Singh, Asstt. Prof.(HOD)
Mrs. Surbhi Gupta, Asstt. Prof.
(Dept. of Computer Applications)

Coordinators:

Dr. Amita Dua, Asstt. Prof.(HOD)
Dr. Kamini Kapoor, Asstt. Prof.
(Dept. of Physics)

One Week Workshop On "Basic Office Tools"

WORKSHOP SCHEDULE

| Day/Date | Activity |
|----------------------|--|
| Day-1 / Feb 05, 2024 | Inauguration, Introduction to different office suites, MS OFFICE |
| Day-2 / Feb 06, 2024 | Word Processor-MS-Word features-I |
| Day-3 / Feb 07, 2024 | Word Processor-MS-Word features-II |
| Day-4 / Feb 09, 2024 | Spreadsheet –MS-Excel features-I |
| Day-5 / Feb 10, 2024 | Spreadsheet –MS-Excel features-II |
| Day-6 / Feb 12, 2024 | Presentation-MS Power Point features-I |
| Day-7 / Feb 13, 2024 | Presentation-MS Power Point features-II |
| Day-8 / Feb 14, 2024 | Quiz, Feedback, E-Certificates Distribution & Valedictory |

PRESS RELEASE

Government Degree College for Women, Kathua has successfully concluded One-Week Workshop on "Basic Office Tools," representing the effort of Department of Computer Applications. The workshop, organized under the patronage of IQAC (Internal Quality Assurance Cell) attracted the active participation of 40 enthusiastic students. The workshop, inaugurated on February 5, 2024, was graced by distinguished dignitaries, including the College Principal, Dr. Inderjeet Kour, along with Dr. Babita Mahajan, Dr. Ashwani Kumar Khajuria, Dr. Deepshikha Sharma, and other esteemed faculty members. Over the course of 7 days, the workshop provided participants with hands-on training on essential office tools such as MS Word, MS Excel, and MS PowerPoint. The schedule was carefully crafted to cover fundamental and advanced features of each application, ensuring a comprehensive understanding of these vital tools. The resource persons, Mr. Sachinjeet Singh, Head of the Department of Computer Applications, and Ms. Surbhi Gupta from the Department of Computer Science, played a crucial role in delivering theoretical insights and practical expertise. The workshop concluded on February 14 with a final day featuring a quiz to assess participants' understanding, a valuable feedback session, and the distribution of e-certificates to acknowledge the successful completion of the workshop. The valedictory function marked the culmination of a week filled with learning and skill development. On the concluding day's ceremony, Dr. Amita Dua & Dr. Kamini Kapoor adeptly wrapped up the event. Ms. Surbhi Gupta present a summary report on the 7-day workshop. Mr. Sachinjeet Singh, who facilitated the workshop, then concluded the event by emphasizing its outcomes. Dr. Inderjeet Kour appreciated the efforts of the Department of Computer Applications, applauding the workshop as a great success. She extended her congratulations to the entire team, emphasizing the collaborative efforts that contributed to the workshop's success. The closing ceremony served as a fitting conclusion to a week dedicated to improving students' proficiency in essential office tools. Dr. Babita Mahajan, Dr. Deepshikha Sharma, Dr. Rachna Devi, Dr. Romika Basin, Dr. Amita Dua, Dr. Ambika, Mr. Karam Chand, Dr. Renu, Mr. Manjot Singh, Dr. Ritu Kumar, Dr. Sonika Jasrotia, Dr. Mukesh Kumari, Dr. Satish Khajuria, Dr. Surekha, Ms. Ambika, Ms. Jyoti, Dr. Naseer, Mr. Saurabh Dutta, along with all the non-teaching staff, graced the occasion with their presence.

जीडीसीडब्ल्यू कटुआ ने छात्राओं के लिए बेसिक ऑफिस टूल्स पर 1 साप्ताहिक कार्यशाला का शुभारंभ किया

सवेरा न्यूज / कुलदीप शर्मा

कटुआ, 5 फरवरी : गवर्नमेंट डिग्री कॉलेज फॉर वूमन (जीडीसीडब्ल्यू) कटुआ ने आज गर्व से बेसिक ऑफिस टूल्स पर एक गतिशील साप्ताहिक कार्यशाला का उद्घाटन किया। यह कार्यक्रम डिपार्टमेंट ऑफ कंप्यूटर एप्लीकेशंस और डिपार्टमेंट ऑफ फिजिक्स के बीच एक सहयोगात्मक प्रयास है, जो आई क्यू ए सी (इंटरनल क्वालिटी एश्योरेंस सेल) और विज्ञान क्लब के तत्वावधान में आयोजित किया जाता है। इस कार्यशाला में कुल 51 छात्राओं ने उत्सुकता से नामांकन कराया है, जहां उन्हें वर्ड प्रोसेसिंग और स्प्रेडशीट सॉफ्टवेयर जैसे नेसेसरी ऑफिस टूल्स पर व्यावहारिक प्रशिक्षण प्राप्त होगा। इसके अतिरिक्त, प्रतिभागियों को कारगर और प्रभावशाली पावरपॉइंट प्रस्तुतियां बनाने में मूल्यवान अंतर्दृष्टि प्राप्त होगी। उद्घाटन समारोह में कॉलेज की इंचार्ज प्रिंसिपल डॉ. इंद्रजीत कौर, डॉ. बबिता महाजन, डॉ. अश्वनी कुमार खजूरिया, डॉ. दीपशिखा शर्मा और अन्य



जीडीसीडब्ल्यू कटुआ में आयोजित कार्यशाला में भाग लेते कॉलेज की छात्राएं। (अर्जुन शर्मा)

सम्मानित संकाय सदस्यों सहित प्रतिष्ठित और डॉ. कामिनी कपूर ने किया, जबकि गणमान्य व्यक्ति भी उपस्थित रहे। डॉ. अश्वनी खजूरिया ने इसी भावना को दोहराया और प्रतिभागियों को कंप्यूटर कौशल प्राप्त करने के व्यावहारिक लाभों को समझने के लिए प्रोत्साहित किया। कार्यक्रम का समन्वयन डिपार्टमेंट ऑफ फिजिक्स की एचओडी डॉ. अमिता दुआ

डिपार्टमेंट ऑफ कंप्यूटर साइंस की सुश्री सुरभि गुप्ता ने कार्यशाला के उद्देश्यों के बारे में जानकारी प्रदान की। ऑफिस टूल्स के बुनियादी सिद्धांतों के परिचय के साथ शुरुआत करते हुए, सचिनजीत सिंह और सुश्री सुरभि गुप्ता ने पहले दिन के एक आकर्षक सत्र का नेतृत्व किया। इस सत्र ने अगले दिनों के लिए एक ठोस नींव रखी और प्रतिभागियों को समृद्ध सीखने के अनुभव का वादा किया। गवर्नमेंट डिग्री कॉलेज फॉर वूमन (जीडीसीडब्ल्यू) कटुआ व्यापक शिक्षा प्रदान करने और छात्राओं को सफल भविष्य के लिए आवश्यक कौशल के साथ सशक्त बनाने के लिए समर्पित है।

**GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF INDUSTRIES AND COMMERCE, JAMMU
(REGISTRAR OF SOCIETIES/FIRMS JAMMU)
1St Floor, Udyog Bhawan, Rail Head Complex, Jammu
Telefax-0191-2474085 Email: directorindcomjammu@gmail.com
PUBLIC NOTICE**

The partners of the Firm M/s Guru Ram Dass Ji & Co, located at Shop no. 310, Yard No. 6, Transport Nagar, Narwal, Jammu registered with the office of Registrar of Firms, Jammu has approached this office for

One-Week Workshop on Basic Office Tools concludes at GDCW Kathua

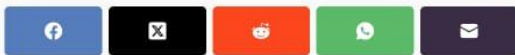
14 FEBRUARY 2024



TAKE ONE

JAMMU AND KASHMIR

KATHUA



KATHUA, FEBRUARY 14: Department of Computer Applications of Government Degree College for Women, **Kathua**, organised a One-Week Workshop on "Basic Office Tools," under the patronage of IQAC (Internal Quality Assurance Cell).



One-Week Workshop on Basic Office Tools concludes at GDCW Kathua

Details

Written by: JK Monitor News Network

Category: [NEWS WRAP UP](#)

Published: 14 February 2024

KATHUA: Department of Computer Applications of Government Degree College for Women, Kathua, organised a One-Week Workshop on "Basic Office Tools," under the patronage of IQAC (Internal Quality Assurance Cell).

The workshop, which commenced on February 5, 2024, garnered significant enthusiasm from 40 students who actively participated in the program. The inaugural ceremony, held on February 5, was graced by esteemed dignitaries, including College Principal Dr. Inderjeet Kour, Dr. Babita Mahajan, Dr. Ashwani Kumar Khajuria, Dr. Deepshikha Sharma, and other esteemed faculty members.

Over the span of 7 days, the workshop provided hands-on training to the participants on essential office tools such as MS Word, MS Excel, and MS PowerPoint. The meticulously designed schedule covered both fundamental and advanced features



LINKS:-

- 1) <https://www.takeonedigitalnetwork.com/one-week-workshop-on-basic-office-tools-concludes-at-gdcw-kathua>
- 2) <https://jkmonitor.org/complete-news-list/one-week-workshop-on-basic-office-tools-concludes-at-gdcw-kathua>
- 3) https://m.facebook.com/story.php?story_fbid=pfbid0XAXQuaxf5LsCzJ6LxAsJMt8CSojgCnwRpWz8D7qviAifsAg9nrTyMmdWclUxyjqyl&id=100069043725787&mibextid=2JQ9oc

बेसिक ऑफिस टूल्स पर कार्यशाला का समापन



जीडीसीडब्ल्यू कटुआ में आयोजित सात दिवसीय कार्यशाला के समापन समारोह की झलकियाँ। (अर्जुन शर्मा)

सवेरा न्यूज/कुलदीप शर्मा

कटुआ, 14 फरवरी : गवर्नमेंट डिग्री कॉलेज फॉर वूमैन (जीडीसीडब्ल्यू), कटुआ ने कंप्यूटर एप्लीकेशन विभाग के प्रयास का प्रतिनिधित्व करते हुए 'बेसिक ऑफिस टूल्स' पर एक सप्ताह की कार्यशाला का सफलतापूर्वक समापन किया। आंतरिक गुणवत्ता आश्वासन सैल के तत्वावधान में आयोजित कार्यशाला में 40 उत्साही छात्राओं की सक्रिय भागीदारी रही। कार्यशाला का उद्घाटन कॉलेज की इंचार्ज प्रिंसिपल डॉ. इंद्रजीत कौर, डॉ. बबीता महाजन, डॉ. अश्वनी कुमार खजूरिया, डॉ. दीपशिखा शर्मा और अन्य संकाय सदस्यों सहित प्रतिष्ठित गणमान्य व्यक्तियों ने किया। सात दिनों के दौरान कार्यशाला में प्रतिभागियों को एमएस वर्ड, एमएस एक्सेल और एमएस पावरपॉइंट जैसे आवश्यक कार्यालय उपकरणों पर व्यावहारिक प्रशिक्षण प्रदान किया गया। संसाधन व्यक्तियों, कंप्यूटर अनुप्रयोग विभाग के प्रमुख सचिनजीत सिंह और कंप्यूटर विज्ञान

विभाग से सुरभि गुप्ता ने सैद्धांतिक अंतर्दृष्टि और व्यावहारिक विशेषज्ञता प्रदान करने में महत्वपूर्ण भूमिका निभाई। कार्यशाला के आज अंतिम दिन प्रतिभागियों की समझ का आकलन करने के लिए एक प्रश्नोत्तरी, एक मूल्यवान प्रतिक्रिया सत्र और कार्यशाला के सफल समापन को स्वीकार करने के लिए ई-प्रमाणपत्र के वितरण के साथ संपन्न हुई। डॉ. अमिता दुआ और डॉ. कामिनी कपूर ने कुशलतापूर्वक कार्यक्रम का समापन किया। सुरभि ने सारांश रिपोर्ट प्रस्तुत की। संकाय सदस्यों में डॉ. बबीता महाजन, डॉ. दीपशिखा शर्मा, डॉ. रचना देवी, डॉ. रोमिका बेसिन, डॉ. अमिता दुआ, डॉ. अंबिका, करम चंद, डॉ. रेणु, मनजोत सिंह, डॉ. ऋतु कुमार, डॉ. सोनिका जसरोटिया, डॉ. मुकेश कुमारी, डॉ. सतीश खजूरिया, डॉ. सुरेखा, अंबिका, ज्योति, डॉ. नसीर, सौरभ दत्ता आदि सहित सभी गैर-शिक्षण कर्मचारियों ने अपनी उपस्थिति से इस अवसर की शोभा बढ़ाई।





Section 1 of 2

QUIZ-WORKSHOP ON "BASIC OFFICE TOOLS"

B I U ↺ ↻

Time: 20 mins

This form is automatically collecting emails from all respondents. [Change settings](#)

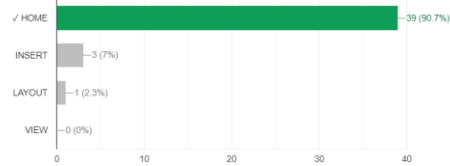
Name of the Participant: *

Short answer text



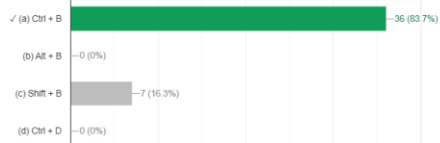
1. Which tab contains font formatting options like bold, italic, and underline? [Copy](#)

39 / 43 correct responses



2. What is the keyboard shortcut for bolding text in MS Word? [Copy](#)

36 / 43 correct responses



6. A cell in Excel represents the intersection of a: *

- (a) Row and column
- (b) Page and paragraph
- (c) Slide and transition
- (d) Image and text

⋮

7. Which function in Excel is used to add up a range of numbers? *

- SUM()
- AVG()
- COUNT()
- IF()



| Q1:-How helpful were the basic office tools covered in the workshop? | Q2:- Did the resource persons effectively cover the necessary topics and provide valuable insights? | Q3:- How would you rate the organization of the department in coordinating this workshop? | Q4:- Did the practical sessions and lab exercises enhance your understanding and proficiency with the office tools discussed? | Q5:- How likely are you to recommend this workshop to colleagues or peers based on your experience? |
|--|---|---|---|---|
| Adequate | Excellent | Excellent | Very | Very Strongly |
| Very | Excellent | Excellent | Very | Very Strongly |
| Very | Excellent | Excellent | Very | Very Strongly |
| Very | Excellent | Very Good | Very | Very Likely |
| Average | Excellent | Very Good | Very | Very Likely |
| Average | Good | Very Good | Very | Very Strongly |
| Average | Good | Very Good | Very | Very Strongly |
| Very | Excellent | Excellent | Very | Very Strongly |
| Very | Excellent | Excellent | Very | Very Strongly |
| Very | Excellent | Excellent | Adequate | Very Strongly |
| Adequate | Excellent | Excellent | Adequate | Very Strongly |
| Very | Good | Very Good | Very | Very Likely |
| Very | Good | Good | Very | Likely |
| Very | Very Good | Very Good | Very | Very Likely |
| Limited | Very Good | Excellent | Adequate | Strongly |
| Limited | Good | Very Good | Very | Strongly |
| Limited | Good | Good | Very | Likely |
| Very | Very Good | Excellent | Very | Very Strongly |
| Very | Very Good | Very Good | Very | Very Strongly |
| Very | Excellent | Excellent | Adequate | Very Strongly |
| Very | Very Good | Very Good | Very | Very Likely |
| Average | Good | Good | Very | Very Likely |
| Very | Excellent | Excellent | Very | Very Strongly |
| Very | Average | Average | Limited | Likely |



NO:COMP/GDCWK/24/Feb/41

GOVT DEGREE COLLEGE FOR WOMEN KATHUA(JK UT)
DEPARTMENT OF COMPUTER APPLICATIONS

Organized

WORKSHOP ON "BASIC OFFICE TOOLS"

Certificate

This is to certify that **Mr./Miss. GURMEET KOUR** student of **Sem-IV, GDC Women Kathua** has successfully completed One Week Workshop on **"BASIC OFFICE TOOLS"** w.e.f 05 Feb to 14 Feb 2024 Organized by **Department of Computer Applications, GDC WOMEN KATHUA**.



(HOD)
Dept. of Computer
Applications



IQAC Convener
GDC Women Kathua



Principal
GDC Women Kathua
(Patron)



NO:COMP/GDCWK/24/Feb/42

GOVT DEGREE COLLEGE FOR WOMEN KATHUA(JK UT)
DEPARTMENT OF COMPUTER APPLICATIONS

Organized

WORKSHOP ON "BASIC OFFICE TOOLS"

Certificate

This is to certify that **Mr./Miss. KOMAL SHARMA** student of **Sem-VI, GDC Women Kathua** has successfully completed One Week Workshop on **"BASIC OFFICE TOOLS"** w.e.f 05 Feb to 14 Feb 2024 Organized by **Department of Computer Applications, GDC WOMEN KATHUA**.



(HOD)
Dept. of Computer
Applications



IQAC Convener
GDC Women Kathua



Principal
GDC Women Kathua
(Patron)