<div style="border:2px solid;padding:10px;text-align:center;color:yellow;background:green;">

Six Day Webinar on 'MS Office Package'

(Word, Excel & PPT) to the Staff members of KBN College

25th to 30th May, 2020

Organized by Department of Computer Science

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REPORT

It was decided by Department of Computers, to conduct a webinar on M. S. Office (Word, Excel and Power point) for a period of 6 days from 25/5/2020, Monday to 30/5/2020, Saturday, between 4 PM to 5 PM, daily. Sri S. Sesha Talpa Sai, Lecturer, Department of Computers, was nominated to host this webinar among different staff members both teaching and non-teaching, working in K.B.N. College.

"Google Meet" App was used to conduct the webinar on all six appointed days.

Following Topics were completed on Day-1(25/5/2020) in M.S. Word:

- Creating a Document
- Page setup
- Saving Document
- Print Dialogue Box
- Font Properties
- Bullets and Numbering
- Line Spacing
- Paragraph Spacing
- Text Styles
- Find, Replace and Go to
- Inserting pictures
- Shapes
- Word art
- Clip art
- Formatting
- Charts
- Screenshot
- Hyperlink

Following Topics were completed on Day-2 (26/5/2020) in M.S. Word:

- Header and footer
- Page numbering
- Symbols
- Date and time

- Text box
- Drop cap
- Columns.
- Water mark
- Page borders
- Page background settings
- Spell check
- Thesaurus
- Word count
- Working with tables and mail merge.

Following Topics were completed on Day-3(27/5/2020) in M.S. Excel:

- Creating excel file inserting
- Cells, columns, rows and work sheets
- Deleting cells, rows, columns, sheets
- Formatting rows, columns, sheets
- Making chart
- Functions
- Fill commands
- Pivot table.

Following Topics were completed on Day-4(28/5/2020) in M.S.Excel:

- Group and outline
- Sub totals and grand totals
- Sorting
- Filters
- Consolidate
- Emi calculation
- Data validations
- Excel views
- Page setup
- Security option
- Printing options.

Following Topics were completed on Day-5(29/5/2020) in M.S.Powerpoint:

- Creating a new presentation
- Inserting new slide
- Slide layout
- Inserting text
- Inserting pictures
- Word art
- Clipart, shapes
- Text direction
- Inserting text box

- Screen shot
- Date and time
- Slide number
- Header and footer
- Slide design
- Slide back ground
- Applying individual design to slides.

Following Topics were completed on Day-6(30/5/2020) in M.S.Powerpoint:

- Inserting audio and video in presentation
- Slide transitions
- Slide animations
- Slide show settings
- Running presentation from current slide
- Rehearse timings
- Including audio and video
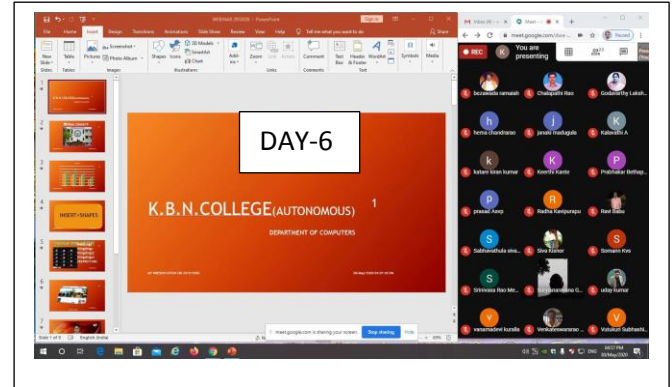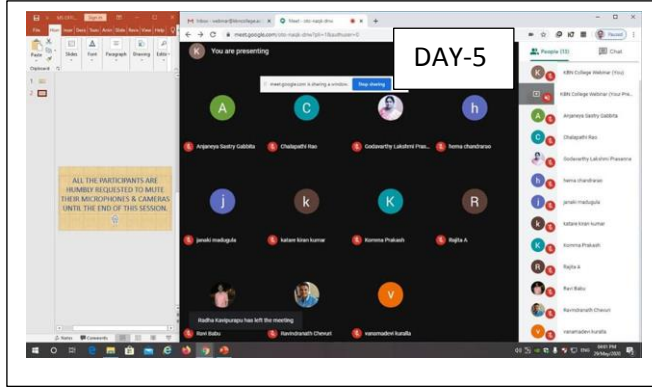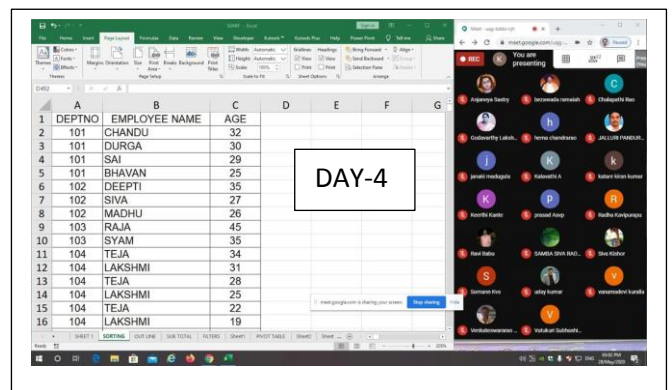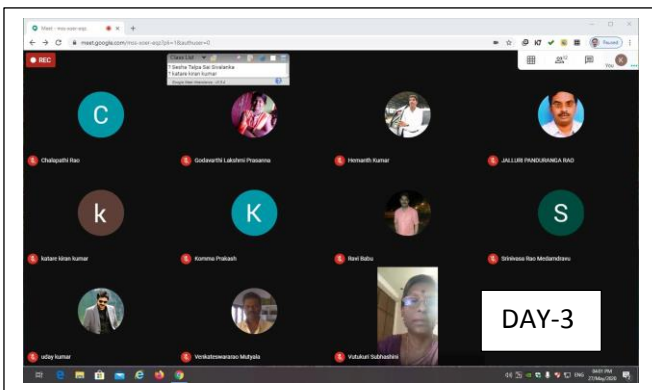- Saving and printing a presentation.

HOW TO TEACH CLASSES ON "GOOGLE MEET"

Webinar classes of Day-4 and Day-5 were recorded and uploaded on YouTube:

https://youtu.be/UuRNJoOPDqw (Day-3)

https://youtu.be/a4SpHa7HO38   (Day-4)

SCREENSHOTS OF 6-DAY WEBINAR ON MS OFFICE, CONDUCTED BY DEPARTMENT OF COMPUTERS FROM 25/5/2020 TO 30/5/2020.

DAY-1

DAY-2

DAY-3

DAY-4

DAY-5

DAY-6
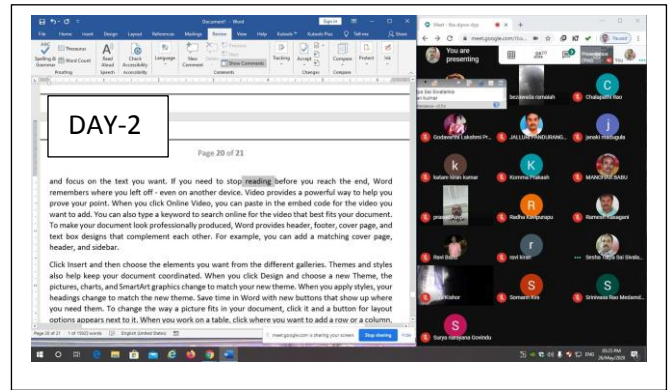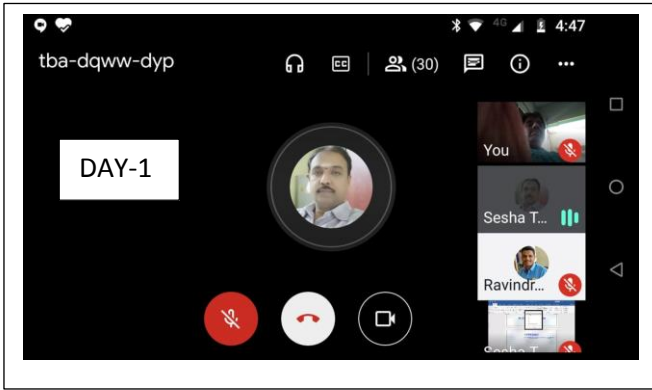
The following staff registered themselves to participate in the Webinar:

SL.NO	NAME OF THE PARTICIPANT	DEPARTMENT	JOB TITLE/DESIGNATION
1	M LAKSHMI PRASANNA	MATHEMATICS	LECTURER
2	N.HEMANTH KUMAR	COMMERCE AND MANAGEMENT	LECTURER
3	MUTYALA VENKATESWARA RAO	MATHEMATICS	LECTURER
4	B SRINIVASA REDDY	PLACEMENT CELL	PLACEMENT OFFICER
5	DR VSRAO MEDINDRAO	COMMERCE & MANAGEMENT	LECTURER
6	K V SOMANN	COMPUTERS	LECTURER
7	D. PRIYANKA	BOTONY	STUDENT
8	D PREM KUMAR	ELECTRONICS	LECTURER
9	Y.RAVI BABU	MATHEMATICS AND STATISTICS	LECTURE
10	CH.SUHASINI	MCA	ASST. PROFESSOR
11	CH.NAGABHUSHANAM	PHYSICS	LECTURER
12	DR.MAZHARUNNISA	MBA	ASSOCIATE PROFESSOR
13	BHAGYA KUMAR TATAVARTI	CHEMISTRY	LECTURER
14	K.P.T.VIJAYA BHASKAR	CHEMISTRY	LECTURER
15	K.V.RAMESH BABU	PHYSICS	SENIOR LECTURER
16	V.SUVARNA DHANALAKSHMI	LIBRARY	COMPUTER OPERATOR / JR. ASSIST
17	JANAKI MADUGULA	HINDI	LECTURER
18	P. NARASIMHA RAO	CHEMICAL	LECTURER
19	Y.JAGADISH	MBA	ASSISTANT PROFESSOR
20	RAJITA ARVINI	COMPUTER SCIENCE	LECTURER
21	JALLURI PANDURANGA RAO	PHYSICS	LECTURER
22	SAMBASIVARAO NAGULAVANCHA	HVPE	LECTURER
23	D.PAVANKUMAR	COMMERCE	LECTURER
24	R.UDAY KUMAR	ELECTRONICS	LECTURE
25	DR. G.KRANTHI KUMAR	BOTANY	LECTURER
26	K.RADHA	ENGLISH	LECTURER
27	PVISHNUVRDHAN	ELECTRONICS	LECTURES
28	DR. KHATARE KIRAN KUMAR	PG CHEMISTRY	ASSISTANT PROFESSOR
29	SURESH VANUKURU	COMPUTER SCIENCE	LECTURER
30	V SAILAJA	MBA	ASST. PROFESSOR
31	B. GANTAIAH	MCA	ASSISTANT PROFESSOR

SL.NO	NAME OF THE PARTICIPANT	DEPARTMENT	JOB TITLE/DESIGNATION
32	Y.SARATH BABU	MATHEMATICS	SENIOR LECTURER
33	K SIVA PRAKASH RAO	COMMERCE	LECTURER
34	M PHANI KUMAR	ACCOUNTS	ACCOUNTANT
35	SARIPILLI VASU	COMPUTERS	LECTURER
36	JAYAMMA RODDA	MSC CS	ASSISTANT PROFESSOR
37	A. PRATHYUSHA	M. SC(CS)	ASSISTANT PROFESSOR
38	SIRISHA CHARUGULLA	MBA	ASSISTANT PROFESSOR
39	DR J V CHALAPATHI RAO	TELUGU	LECTURER
40	DR.G.V.S.R.N.S.A.SASTRY	COMMERCE	LECTURER
41	DR.V.SUBHASHINI	ZOOLOGY	ASST.PROF.
42	RAVI P	KBN SHINE	PHYSICS LECTURER
43	Y KRISHNA BHAGAVAN	OFFICE	JR ASST
44	LAKSHMI KALYANI GUNTAKA	COUNSELLING CELL	COUNSELLING PSYCHOLOGIST
45	RADHIKA CHIVUKULA	STATISTICS	LECTURER
46	HEMACHANDRARAO.D	PHYSICAL EDUCATION	PHYSICAL DIRECTOR
47	M.RADHIKA	CHEMISTRY	LECTURER
48	A. S. V. PRASAD	MATHEMATICS	MATHEMATICS LECTURER
49	P.SWATHI	COMPUTER SCIENCE	LECTURER
50	G.SURYANARAYANA	MATHEMATICS	LECTURER
51	P.VINAY SANTHOSH	COMPUTER SCIENCE	LECTURER
52	M KALA DEVI	COMPUTER SCIENCE	LECTURER
53	CH. RAVINDRANATH	COMMERCE	LECTURER
54	PRABHAKAR BETHAPUDI	PG DEPARTMENT OF COMMERCE	ASSISTANT PROFESSOR
55	VEMULAPALLI SAILAJA	MBA	ASST. PROFESSOR
56	SD. AYESHA BEGUM	PHYSICS	LECTURER
57	VENKATESWARA RAO NAGARAPU	COMMERCE	LECTURER
58	SRINIVASA RAO. PAPPALA	DEPT OF MBA	ASSOCIATE PROFESSOR
59	G JWALA PURNIMA	PHYSICS	LECTURER
60	GANGIREDLA SRAVAN KUMAR	STUDENT	MBA
61	DR.B. RAMAIAH	COMMERCE	LECTURE
62	KUDUPUDI SURYA KIRAN	MS EXCEL	COMPUTER OPERATOR
63	VENKATESWARA RAO N	COMMERCE	LECTURER
64	M.S.KISHORE	P.G CHEMISTRY	ASSISTANT PROFESSOR

SL.NO	NAME OF THE PARTICIPANT	DEPARTMENT	JOB TITLE/DESIGNATION
65	K.VANAMA DEVI	MATHEMATICS	LECTURER
66	VIJAY KOLLURI	BUSINESS 3	LECTURER
67	SIVAIAH NAYAK S	TELUGU	LECTURER
68	SUDHAKAR	FINANCE	MBA