

Workshop Summary Report:

A hands-on-training on Tools for Document Writing in MS Word for administrative staff of DTU was held on March 21, 2024, Delhi Technological University, marking a significant stride in addressing productivity enhancement of administrative staff of DTU. The training was organized by the Human Resource Development Centre.



Number of Participants:

Slot 1: 40 staff members.

Slot 2: 40 staff members.

Key Highlights:

Inaugural Session: The event commenced with a seamless registration process followed by the rendition of the National Anthem, fostering a sense of unity and patriotism among the attendees. Prof. Madhusudan Singh, Registrar DTU extended a warm welcome to the speaker through a sapling. Dr. P.K. Goyal, Director of HRDC extended a warm welcome to the Registrar DTU, Prof. Madhusudan Singh.



Welcome Address and Introductions:

- Dr. Pradeep Goyal, Director of HRDC, delivered a warm welcome address, emphasizing the importance of today's hands-on-training session.
- Prof. Madhusudan Singh, Registrar, DTU, provided valuable insights into the importance of hands-on-training sessions and encouraged the participants for the session.



Hands-on-training session on Tool for Document Writing in MS-Word by Mr. Yogesh Kumar:

- Mr. Yogesh Kumar, Education media Generalist (Retd.), K L Wig Centre of Medical Education and Technology, AIIMS, New Delhi delivered a hands-on-training session on the various tools of document writing in MS Word.
- The hands-on-session was very interactive along with a wide demonstration of several shortcuts and functionalities in the form of menu and tools in MS Word made the participants comfortable and confident to practice the same in their system through some short exercises of MS Word provided by the expert.



Discussion and Interaction:

- Participants actively engaged in practice, raising questions and clarifying doubts and sharing experiences and challenges faced by them while working in MS-word.



- The interactive session also encouraged a collaborative atmosphere among participants, enhancing the overall learning experience.
- The event concluded with a vote of thanks, expressing gratitude to the trainer, participants, and contributors for making the workshop a success.



Acknowledgments:

Profound gratitude was extended to Prof. Prateek Sharma, Vice-Chancellor, DTU and Prof. Madhusudan Singh, Registrar, DTU for their continuous support and Mr. Yogesh Kumar, Educational Media Generalist (Retd.) for their valuable contributions.

Feedback:

Positive and encouraging feedback was received from the participants for organizing the workshop as well as regarding content delivered in it.

Conclusion:

The hands-on-training session on Tools for Document Writing in MS Word proved to be a fruitful training session for the administrative staff of DTU. The event demonstrated several shortcuts and functionalities in the form of various tools present in MS Word. The participants practiced the same in their system through some short exercises of MS Word provided by the expert.



Future Scope:

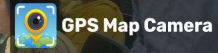
- The centre may conduct more such sessions e.g. session on MS Excel, MS Powerpoint, and Advanced Functionalities in MS Word etc.
- Organize follow-up sessions for the administrative staff of DTU.

- Glimpses of the event





Delhi, Delhi, India
Computer Centre, Delhi Technological University, Shahbad Daulatpur
Village, Rohini, Delhi, 110042, India
21/03/24 10:51 AM GMT +05:30
© डीटीयू स्टूडियो "DTU-विकसित भारत@2047"



Delhi, Delhi, India
Computer Centre, Delhi Technological University, Shahbad Daulatpur
Village, Rohini, Delhi, 110042, India
21/03/24 10:56 AM GMT +05:30
© डीटीयू स्टूडियो "DTU-विकसित भारत@2047"

