



ACTIVITY REPORT

Name of the student : Aishwarya S
 USN : 4MW18CS003
 Academic Year : 2020-2021
 Activity Title : Microsoft Office Tools Workshop
 Activity held under (Department/Cell) : Computer Science
 Student Coordinator : Anusha
 Activity held at : Christian English medium school and
 Primary School Athradi.
 Address : Udupi and Athradi.
 Activity Dates : From: 22-03-2021
 To: 02-04-2021
 Total Duration needed : 90 hours

DAILY ACTIVITY REPORT

Date	Activity Conducted	Signature of the Student
20-03-2021	Formulation of the proposal (10 hours)	<i>Ae</i>
21-03-2021	Planning and preparation of syllabus (10 hours)	<i>Ae</i>
22-03-2021	Workshop on basics of computers for school 1 (4 hours)	<i>Ae</i>
22-03-2021	Workshop on MS excel for school 1 (6 hours)	<i>Ae</i>
23-03-2021	Workshop on MS power point for school 1 (10 hours)	<i>Ae</i>
24-03-2021	Workshop on MS word for school 1 (10 hours)	<i>Ae</i>
30-03-2021	Workshop on basics of computers for school 2 (4 hours)	<i>Ae</i>
30-03-2021	Workshop on MS excel for school 2 (6 hours)	<i>Ae</i>
31-03-2021	Workshop on MS power point for school 2 (10 hours)	<i>Ae</i>
01-04-2021	Workshop on MS word for school 2 (10 hours)	<i>Ae</i>
02-04-2021	Preparation of report and processing of feedbacks (10 hours)	<i>Ae</i>

Anusha
Principal

ACTIVITY SUMMARY

Title: Awareness on basic Computer Skills to Government School Students.

Activity held at: Christian English medium school and Primary School Athradi.

Objectives:

- To foster among students an interest and confidence in using computers.
- Show positive attitudes for adapting to and coping with a changing society with widespread utilization of computers.
- To create an awareness of what the major components of computer are and how they act as a system.
- To provide basic knowledge of using computers to students who come from rural and economically weaker sections of the society, thereby enhancing the overall quality of education by providing adequate resources.

Description:

1. Computer education is a part of school curriculum in nearly all the private schools, however a lot of government, semi-government educational institutions in our country are still deprived of quality computer education.
2. There are many reasons, unavailability of working and well-maintained computer lab continues to remain one of the foremost reasons.
3. Computers can make process of learning interesting as well as knowledge rich.
4. It can attract the students to learn progressively, resulting in more individuals having multiple options of going towards higher education, computers create opportunities for them in today's job market by enhancing the quality of education being given to them.

Outcomes:

- Microsoft Word is the de facto standard in business for creating documents such as letters, invitations, term papers, flyers, resumes, novels and other documents.
- PowerPoint enables you to create dynamic presentations through the use of text, graphics and animation. Slide presentations created with the software are often displayed on projection screens for business, training or educational presentations.

- Excel is a spreadsheet application, typically used to display and manipulate numerical data. Microsoft Excel provides data organization and analysis tools that enables you to sort, extract and generate charts from spreadsheet data.

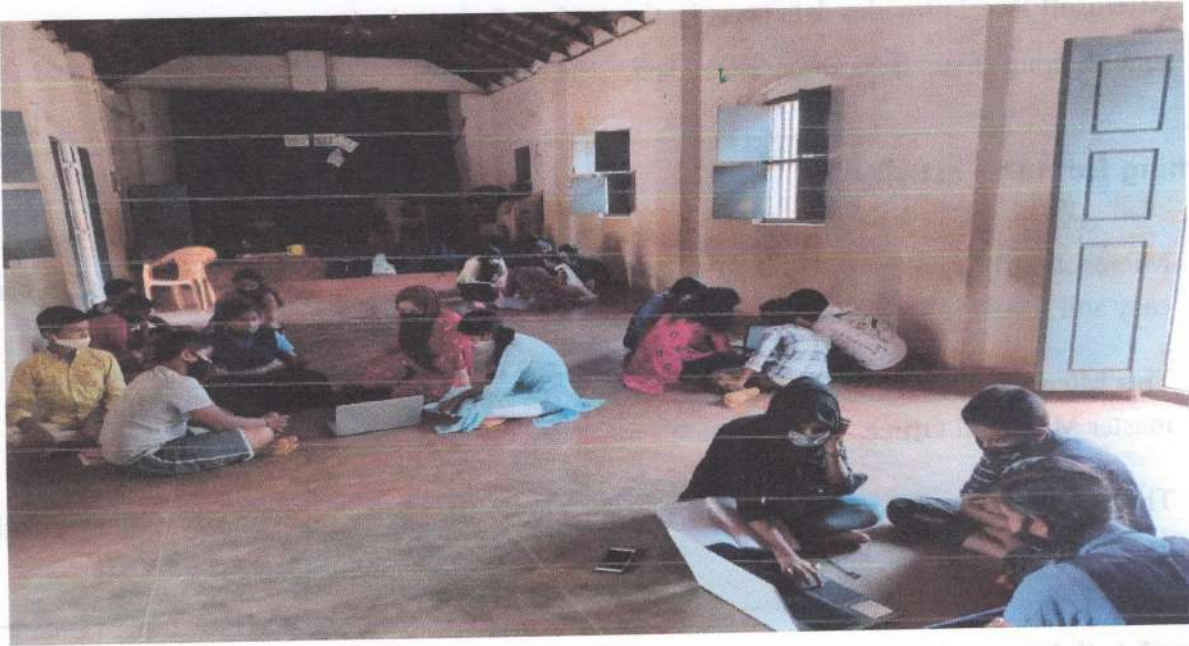
Learning from this activity:

- Microsoft Office products help improve work efficiency with user friendly features that enable easy and secure information sharing.
- This Microsoft Office training is suited for anyone who wants to improve their skills and master Microsoft Office.
- This short-term course aims at making participants experts in the most widely used application packages of MS Office suite.

Images of Activity:



Latitude:13.34911
Longitude:74.84539



Aravind

at
VADIRAJA
GY & MANAGEMENT
Vishwothama Nagar, Udipi Dist.
BANTAIKAL - 574 115





Image

Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udipi Dist.
BANTAKAL - 574 115



Latitude:13.33052
Longitude:74.74915

Team Members:

4MW18CS003	Aishwarya S
4MW18CS008	Anjali
4MW18CS011	Anusha
4MW18CS013	Aqsa Basheer
4MW18CS014	Asha
4MW18CS020	Chandana HR
4MW18CS026	Fathima Namiha
4MW18CS044	Nameera Sulthana

Signature of the student	Signature of the Faculty Advisor	Signature of the Activity coordinator	Signature of HoD
<i>Aishwarya</i> <i>Are</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

[Signature]
Principal
SHRI MADHWA VADIRAJA
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Vishwothama Nagar, Udupi Dist,
BANTAKAL - 574115