



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in) 1800-123-321-123

## Detailed Report of Each Program

### Number of Workshops/Seminars/Conferences Conducted

SESSION: 2020-21

Sr. No.	Date	Name of the workshop/ seminar/ conference	Page No.
1	1-6 March 2021	Workshop on computer fundamentals	1-6





# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in)

00-123-321-123

## WORKSHOP ON COMPUTER FUNDAMENTALS

### Overview of Workshop (01/03/2021 to 06/03/2021)

#### Day 1 (1<sup>st</sup> March, 2021)

10:00 am to 12:30 pm – Theoretical Session on computer and its hardware's

12:30 pm to 01:30 pm – Lunch

01:30 pm to 04:00 pm – Hands on Session

04:00 pm to 04:30 pm – Discussion

#### Day 2 (2<sup>nd</sup> March, 2021)

10:00 am to 12:30 pm – Theoretical Session on MS Word and its various tools

12:30 pm to 01:30 pm – Lunch

01:30 pm to 04:00 pm – Hands on Session on MS Word

04:00 pm to 04:30 pm – Discussion

#### Day 3 (3<sup>rd</sup> March, 2021)

10:00 am to 12:30 pm – Theoretical Session on MS Excel and its various tools

12:30 pm to 01:30 pm – Lunch

01:30 pm to 04:00 pm – Hands on Session on MS Excel

04:00 pm to 04:30 pm – Discussion

#### Day 4 (4<sup>th</sup> March, 2021)

10:00 am to 12:30 pm – Theoretical Session on MS Power Point and Slide creation using various tools

12:30 pm to 01:30 pm – Lunch

01:30 pm to 04:00 pm – Hands on Session on MS Power Point

04:00 pm to 04:30 pm – Discussion

#### Day 5 (5<sup>th</sup> March, 2021)

10:00 am to 12:30 pm – Theoretical Session on website creation and its basics

12:30 pm to 01:30 pm – Lunch



Address: 23 km Milestone Varanasi-Pravaagrai Road Mirzamurad Varanasi-221307



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in)

00-123-321-123

01:30 pm to 04:00 pm – Hands on Session on Website Creation

04:00 pm to 04:30 pm – Discussion

## Day 6 ( 6<sup>th</sup> March, 2021)

10:00 am to 12:30 pm – Group Activity (Website Designing)

12:30 pm to 01:30 pm – Lunch

01:30 pm to 02:30 pm – Quiz

02:30 pm to 03:30 pm – Discussion on Quiz

03:30 pm to 04:30 pm - Feedback

## Day 1:-

### Theory

- What is a Computer
- Types of Computer
- Components of Computer
- Hardware & Software
- Hardware
  - Input & Output Device
  - Storage Devices
  - RAM & ROM
- 5. Software Components
  - Operating System
  - Application Software
- 7. Internet

### Lab

- Demonstration of hardware components

## Day 2:-

### Theory

- What is MS-WORD
- Understanding the MS-Word Environment
- Introduction to MS WORD
- Basic Quick access tools of MS Word
- Use of different font



Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi-221307



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in) ☎00-123-321-123

- Introduction to font style and clipboard
- Insert or add media
- Set-up page layout
- View Options

## Lab

- Hand on Session on MS Word.

## Day 3:- Theory

- What is MS-Excel
- Identify the components of a spreadsheet.
- Enter data into a spreadsheet.
- Perform basic mathematical tasks in a spreadsheet.
- Insert charts in a spreadsheet.
- Printing a spreadsheet.

## Lab

- Hand on Session on MS Excel

## Day 4:- Theory

- What is MS-Power-Point
- Open a Presentation
- Open a New Presentation
- Save a Slide Show
- Create a New Slide
- Add Slides
- Insert Pictures
- Insert Clip Art
- Format Picture
- Format Fonts
- Header and Footer
- Hyperlinks
- Tables

## Lab



Address: 23 km Milestone Varanasi-Prayagraj Road Mirzamurad Varanasi-221307



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in) ☎00-123-321-123

- Hand on Session on MS PowerPoint

## Day 5:-

### Theory

- Introduction to HTML
- HTML Elements
- Basic Tags (Heading, Paragraph)
- Link to page with same folder, different folder and outside webpage on the Internet.
- Create a table
- Create a Register Page
- Create a Login Page

### Practical

- Hand on Session to create a web-page.

## Day 6:-

- Group Activity (Website Designing)
- Quiz
- Discussion on Quiz
- Feedback

## Trainer Details

- Mr. Avinash Kumar Singh, Asst. Prof., CSE
- Mr. Shiv Shankar Pandit, Asst. Prof., CSE



Address: 23 km Milestone Varanasi-Prayagraj Road Mirzamurad Varanasi- 221307

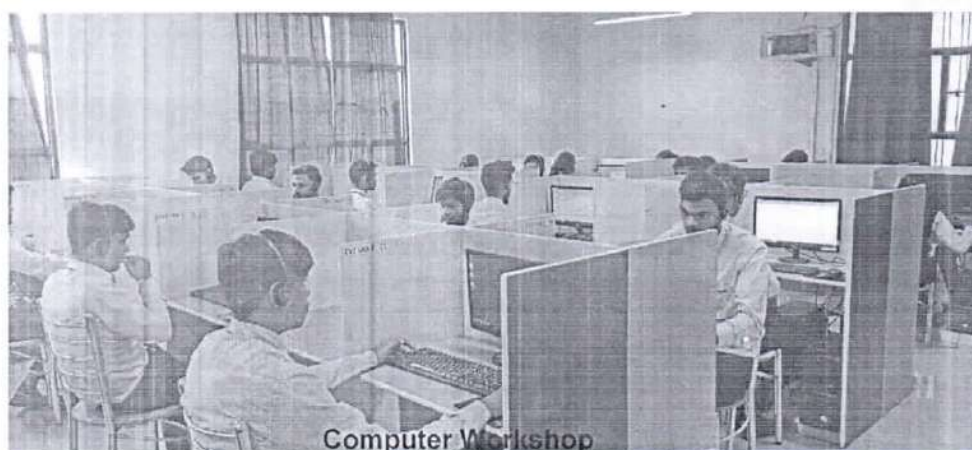
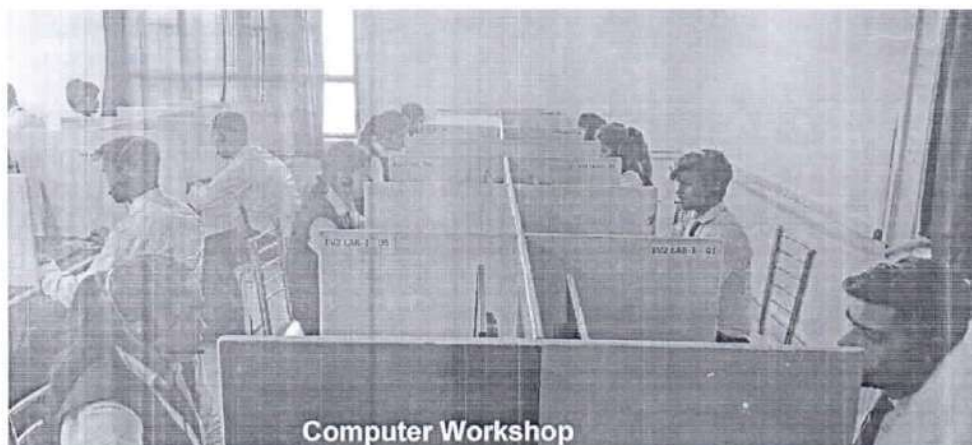


# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in)

00-123-321-123



Address: 23 km Milestone Varanasi-Pravaarai Road Mirzamurad Varanasi-221307

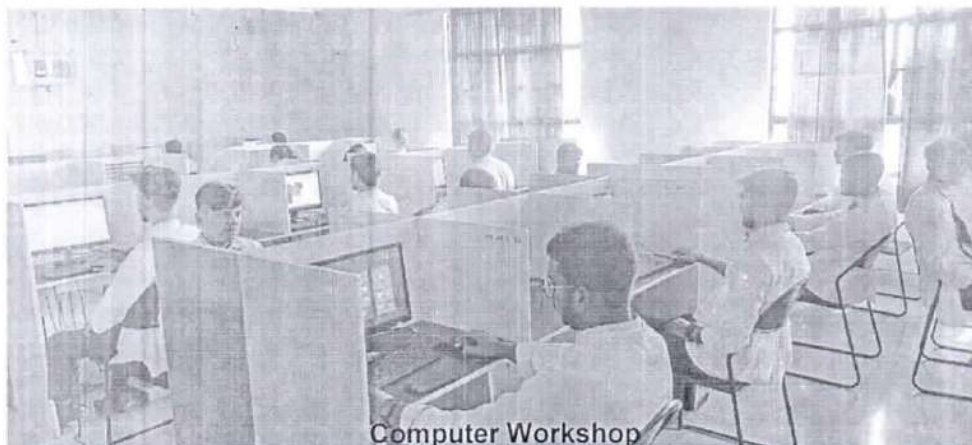
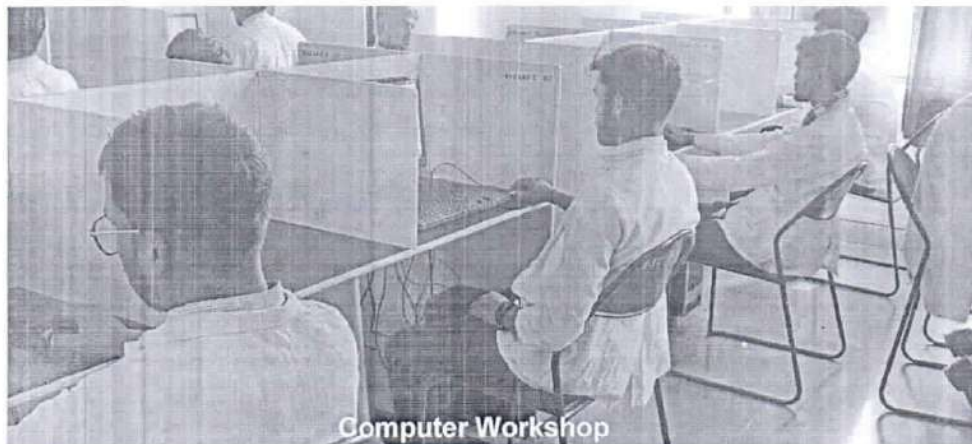




# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in). Website: [www.kashiip.ac.in](http://www.kashiip.ac.in) ☎00-123-321-123



Address: 23 km Milestone Varanasi-Prayagraj Road Mirzamurad Varanasi-221307

