

The three days workshop on Ms-Office Skills for non-teaching staff has been organized by the Computer Sc. Department on 26-03-2019 to 28-03-2019 in Aggarwal College, Ballabgarh. The workshop was organized under the guidance of Principal, Dr. Krishan Kant Gupta. The objective of this workshop is to enhance IT Skills of non teaching staff and it is important to give opportunities to the non- teaching staff to get exposure on Ms-Office tools. Ms-Office skills are essential for non-teaching staff for their overall development. The Head of Computer Sc. Department, Dr. Sachin Garg focus on importance of office automation, advance excel, data retrieval, internet for the non teaching staff. Under this workshop discussion has been going on Office Automation tools and Internet with Google Apps etc. Ms. Sangeeta and Ms. Pushpa gave knowledge of advance excel and its features. Principal Dr. Krishan Kant Gupta has given assurance that these kinds of workshop will be organised in college from time to time so that non teaching staff can enhance their knowledge and aware with new technologies.