5 DAY ADMINISTRATIVE TRAINING PROGRAM ON " HANDS ON FDP ON MS EXCEL & MS WORD"

The five day Administrative Training Program on " **Hands on FDP on MS Excel & MS Word"** for non-teaching staff has been organized by the Department of Computer Science from 02 May to 06 May,2023 at Aggarwal College Ballabgarh. The workshop was organized under the patronage of Sh. Devender Gupta , President , Aggarwal College and Principal, Dr. Krishan Kant Gupta. The workshop was organized under able guidance of Dr. Sanjeev Kumar Gupta , incharge, Wing –III. The objective of this workshop is to enhance E-Resources usage and IT Skills of non teaching staff. The Head of Computer Sc. Department, Dr. Sachin Garg gave a welcome speech, he said that it is important to give opportunities to the non-teaching staff, particularly laboratory technicians, to get exposure on IT technical skills. IT skill and E- Resources are essential for non teaching staff for their overall development. The first day Resource Person was Ms. Poonam Sharma, Assistant Professor , Department of Computer Science. She gave hands on training of data formatting, data sorting , data filtering, and how to provide users with the ability to calculate, organize, and evaluate quantitative data etc. 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.

.