

### **Five day FDP organized for Non-Teaching Staff at Aggarwal College, Ballabgarh**

A five day FDP on "**E-Learning to E-Training**" has been organized by the Department of Computer Science from 27-05-2024 to 31-05-2024 at Aggarwal College, Ballabgarh for non-teaching staff. The FDP was organized under the able guidance of Mr. Devendra Gupta, President of Aggarwal College Ballabgarh and Advocate Mr. Dinesh Gupta, General Secretary of Aggarwal College Ballabgarh and Officiating Principal Dr. Sanjeev Kumar Gupta. The convenor of the workshop is Dr. Sachin Garg, Head of the Department of Computer Science. The objective of this workshop is to enhance the digital skills of all non-teaching staff. This FDP has been organized in both the wings (Wing 1 and Wing 2). In Wing 1, training was given by Ms. Ritu Sumbherwal and in Wing 2, training was given by Ms. Preeti Singhal. Various topics will be discussed during the upcoming 5 days sessions like Managing Google Forms and Drive, Designing Brochure in MS-Word, Designing e-Certificate in MS-Word and Pivot Table in MS-Excel, Advanced Excel for Working with data extraction, data validation, filtration, etc. Today, after the hands-on-training, there was an interactive question-and-answer session where participants asked their questions and shared their experiences. All the participants participated enthusiastically in this workshop. At the end of the day, the participants expressed their satisfaction with the training.