Dewan Krishan Kishor S.D. Adarsh Sanskrit College & Research Centre, AMBALA CANTT.

Computer Workshop Report

Three-Day Training Program on MS Word, Excel & PowerPoint

In three-day hands-on workshop titled *"W.E.P. TO WEB: The Journey of excellence WORD, EXCEL, POWERPOINT"* from 25.08.2025 to 27.08.2025 was successfully conducted to enhance the documentation, data management, and presentation skills of participants. The objective of the program was to improve the proficiency of faculty, staff, and students in Microsoft Office applications and to make them independent in using technology for academic and professional purposes.

On the first day, the workshop was inaugurated by the Chief Guest, **Dr. S. N. Jha**, along with the President of the workshop, **Dr. Vishnu Datt Sharma**, Principal of D.K.K.S.D. Adarsh Sanskrit College and Research Centre, Ambala Cantt. Dr. S.N. Jha delivered a motivational address highlighting the importance of the workshop and the role of computers in education. Following this, Dr. Vishnu Datt Sharma inspired the students with a lovely and encouraging speech on the significance of computers in the world of Sanskrit.

First session was totally explored by the Dr. Virender Parkash to the learners about the M.S. Word. This session was focusing on developing participants' documentation skills. He introduced the MS Word interface, including ribbons, menus, and basic commands. Participants learned how to create and save documents, type and edit text, and use simple tools such as Undo, Redo, and Clipboard functions to improve efficiency.

The second session emphasized formatting and page setup. Participants practiced applying different font styles, colours, and paragraph alignments, along with the use of bullets, numbering, and indentation. They also explored page setup features such as margins, orientation, and paper size, and learned how to insert headers, footers, and page numbers to prepare professional documents. This session of the day focused on advanced tools in MS Word. This included the creation and formatting of tables, inserting images, shapes, SmartArt, and charts, as well as the application of styles and themes to maintain consistency throughout documents. The session concluded with an introduction to Mail Merge for preparing letters, envelopes, and labels
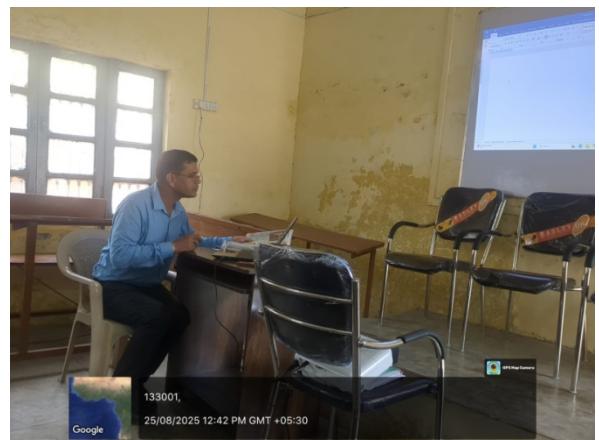
In the third session, participants were given a practical assignment to prepare their own Curriculum Vitae (CV). This activity allowed them to apply the knowledge and guidelines shared during the earlier sessions in a hands-on manner. The participants not only designed and developed professional CVs but also drafted a formal letter, which helped them understand the correct format, structure, and language to be used in professional communication. Through this exercise, their practical understanding of the concepts of resume writing, formal communication, and presentation skills was greatly strengthened, making the session highly productive and impactful

On the second day, Chief Guest Dr. S.N. Jha once again inspired the participants with a motivational address, emphasizing the importance of learning with enthusiasm and a positive attitude towards computers. Following his speech, the sessions of the day began. The second day of the workshop was devoted to MS Excel, where participants gained valuable knowledge about data management and simple analysis. The first session began with an introduction to the Excel environment, covering the use of workbooks, worksheets, cells, and ranges. Participants practiced entering, editing, and formatting data, and applied tools like AutoFill, sorting, and filtering to organize information efficiently.

In the second session, the training advanced to formulas and functions. Participants were guided through the use of basic formulas such as SUM, AVERAGE, COUNT, MAX, and MIN, along with essential functions like IF, CONCAT, LEFT, RIGHT, and VLOOKUP. Dr. Virender Parkash also explained relative, absolute, and mixed references, which are critical for accurate calculations. Additionally, participants worked on data validation techniques and created drop-down lists to ensure correctness in data entry. Participants enjoyed and learned the automatic features of Excel, which made their practice sessions more engaging and effective.

The third session was designed as a practical, hands-on activity. Participants learned the process of data visualization by creating and formatting different types of charts, including bar, line, pie, and combination charts. They also explored conditional formatting to highlight important data patterns. To consolidate their learning, each participant prepared a complete monthly budget sheet that included data entry, calculations, totals, and visual representation through charts. This exercise not only reinforced the concepts of Excel taught throughout the day but also gave them practical experience in applying these tools to real-life data management and analysis tasks.

The third day began with a motivational address by the Workshop President, Dr. Vishnu Datt Sharma, who inspired the participants to approach learning with confidence and dedication. Following his speech, the scheduled sessions of the day commenced. The third day was dedicated to developing presentation skills using MS PowerPoint. The first session introduced the basics, including the PowerPoint interface, creating slides, selecting layouts, and applying design themes. Participants also practiced adding and formatting text, images, and objects.

The second session focused on enhancing presentations through SmartArt, tables, and charts, as well as applying transitions and animation effects. Participants also learned to integrate multimedia elements such as audio, video, and hyperlinks, and were guided in using Master Slides to maintain consistency across presentations. During this session, a guest lecture by Sh. Anuj Kumar Sharma was also delivered, in which he emphasized the importance of effective visual communication and shared practical tips on creating professional and impactful presentations. He told the participants about the importance of computers in Sanskrit Shastras (Sahitya, Vyakaran, and Jyotish), highlighting how digital tools can complement traditional knowledge. He also showcased his work on Jyotish through Excel, which inspired the participants by demonstrating how technology can be applied in classical disciplines. His talk greatly motivated participants to think creatively while preparing their slides.

The final session emphasized delivering effective presentations. Participants practiced using slide show settings, rehearsing timings, and exporting presentations as PDF or video. A hands-on activity was conducted where each participant created a **five-slide presentation on "Digital Tools for Productivity"** and presented it before the group. This activity not only helped them apply their newly acquired technical skills but also built their confidence in public speaking and presentation delivery.
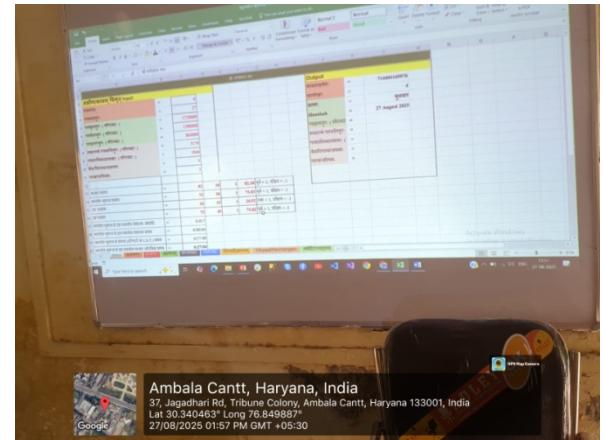
At the conclusion of the workshop, the President delivered a thoughtful address, appreciating the efforts of the trainers and participants while encouraging them to continue enhancing their digital skills. He also acknowledged the active participation and enthusiasm shown by the participants across all three days. This was followed by a formal vote of thanks by the Convenor, who expressed gratitude to all contributors and highlighted the overall success of the three-day workshop organized at Dewan Krishan Kishor Sanatan Dharm Adarsh Sanskrit College and Research Centre, Ambala Cantt.

Dr. Virender Parkash
Convenor

Dr. Vishnu Datt Sharma
Organizer