

## “Microsoft Tools for Creating Effective Teaching and Learning Environment”

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### Seven Day Intensive Skill Development Workshop

[05.07.2020 – 11.07.2020, 5:30 pm onwards]

Date	Days	Time Slot [IST]	Session Theme	Workshop Highlights
5.07.2020	Sunday	5:30 pm - 6:30 pm	<b>Keynote Address -</b> Importance of Technology and various IT and ICT Tools adaptation by Academic fraternity to manage Online Education - <b>Mr. Hemant Sahal,</b> Founder and CEO - CollPoll	<ul style="list-style-type: none"> <li>Working with Pivot Tables using Excel</li> <li>Mastering Animation using PowerPoint</li> </ul>
6.07.2020	Monday	5:30 pm - 7:30 pm	Microsoft Office Word Microsoft Office One Note	<ul style="list-style-type: none"> <li>Format documents using Word Styles</li> </ul>
7.07.2020	Tuesday	5:30 pm - 7:30 pm	Microsoft Office Excel	<ul style="list-style-type: none"> <li>Working with Teams, Kaizala and One Note</li> </ul>
8.07.2020	Wednesday	5:30 pm - 7:30 pm	Microsoft Office PowerPoint	
9.07.2020	Thursday	5:30 pm - 7:30 pm	Microsoft Office Publisher	
10.07.2020	Friday	5:30 pm - 7:30 pm	Microsoft Office Visio Microsoft Office Project	<ul style="list-style-type: none"> <li>Understand advanced Excel functions</li> </ul>
11.07.2020	Saturday	5:30 pm - 6:30 pm	<b>Closing Address -</b> Role of Technology In redefining Education setup due to COVID-19 Pandemic - <b>Dr Madhu Vij,</b> Professor of Finance at the Faculty of Management Studies, University of Delhi	<ul style="list-style-type: none"> <li>V-LookUp, HlookUp and Index and Match</li> <li>Preparing documents using One Note</li> </ul>

- All the days the session will start sharp at 5:30 pm. The registered candidates to join zoom meet waiting room at 5:15 pm for host to cross check and allow entry
- This One Week Training Program will cover Important aspect of Excel, Word and PowerPoint, One Note, Publisher, Visio along with Office 365 Apps. No prior knowledge of any tool is needed.
- **Verified Course Completion Certificate will be awarded after completing Final Assessment**
- All training sessions to be taken by Microsoft Certified Trainer for skill development
- Key takeaway is to learn and implement Microsoft tools for Hands on Tool usage and application in teaching and learning
- Inputs by industry and Academic stalwarts in opening and closing addresses for the blend of Industry Inputs, Academic Inputs and Training
- Interactive training sessions, Reference Material, Session Videos available same day
- eCertificate available to download on the last day of session directly from platform
- Faculty Members from School and higher education, Research Scholars and Students must utilise this opportunity to learn crucial Microsoft tools from this intensive workshop

#### Registration and Payment Details

Fees : **500 / - INR** [includes attending sessions, reference material, videos, assessments and eCertificates]

Link : <https://eguru.9ledgepro.com/courses/MicrosoftToolsforCreatingEffectiveTeachingandLearn-4403>

#### Resource Person

**Mr. Parth Shukla** - CoFounder - 9ledgePro - Microsoft Authorised Education Reseller) Subject Matter Expert ( Application Development and Data Analytics). He is MCA-Software Engineering and also into Python Application development Training and consulting. Detailed Profile: <https://www.linkedin.com/in/parth-shukla-09205239/>



#### About DME

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The courses being taught here are:






- Law: BA.LLB & BBA.LLB [Integrated Courses]
- Journalism: BJMC [Bachelors in Journalism & Mass Communication]
- Management: BBA [Bachelors in Business Administration]

**Dr. Poorva Ranjan (Professor)**  
Workshop - Organiser  
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