

# HIRALAL BHAKAT COLLEGE

NALHATI, BIRBHUM, WEST BENGAL, PIN 731220

Estd. 1986

(Affiliated to the University of Burdwan and Re-accredited by NAAC)

Phone: 03465255254 Email: [hbccollege@gmail.com](mailto:hbccollege@gmail.com) Website: [www.hbcnhalati.in](http://www.hbcnhalati.in)

Date: 15/12/2021

To  
The Coordinator  
IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum.

**Subject: Appeal to collaborate in Two Days Hands on Training Program on Microsoft Office.**

Dear Sir/ Madam,

This is to inform you that a workshop on "Two Days Hands on Training Program on Microsoft Office." is going to be organised by the Department of Computer Science, Hiralal Bhakat College, Nalhati, Birbhum on and from 9<sup>th</sup> to 10<sup>th</sup> March, 2022 at 11 A.M. in room no.-23 and Dept. of Science. You are hereby requested to allow a collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum in this regard for further advancement of academic excellence.

Thanking you.

Yours Sincerely.



(SK ABDUL HANIF )

SACT, Department of Computer Science  
Hiralal Bhakat College  
Nalhati, Birbhum.



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Date: 21/12/2021

To,  
The Head  
Department of  
Hiralal Bhakat College  
Nalhati, Birbhum.

Subject: Confirmation of collaboration.

Dear Sir/ Madam,

It is hereby intimated that IQAC, Hiralal Bhakat College, Nalhati, Birbhum does hereby confirm that a collaboration in a workshop on "Two Days Hands on Training Program on Microsoft Office" dated on and from 9<sup>th</sup> to 10<sup>th</sup> March, 2022 has been established following your letter dated 15<sup>th</sup> December, 2021.

Kindly consider it as a formal declaration of collaboration in this regard and oblige.

Thanking you,

Yours Sincerely,

(Dr. Suddhasattwa Banerjee)  
Coordinator, IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum.



Coordinator, IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum



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Date : 28/02/2022

## Notice

It is hereby notified for all concerned that a Two Day Hands on Training Programme on Microsoft Office organized by the department of Computer Science in collaboration with IQAC of Hiralal Bhakat College is going to start a Two Days Hands on Training Program on Microsoft Office for high school students will be held on 9<sup>th</sup> & 10<sup>th</sup> March-2022 at 11:00 am at Hiralal Bhakat College in Room no-9. All the interested candidates are cordially requested to join the workshop on that day.

Thanking you.

-----  
(Dr. Banshidhar Sahoo)  
Program Coordinator  
Hiralal Bhakat College  
Nalhati, Birbhum

(Dr. Nurul Islam)  
Principal  
Hiralal Bhakat College  
Nalhati, Birbhum

Principal  
Hiralal Bhakat College  
Nalhati, Birbhum







# HIRALAL BHAKAT COLLEGE

(AFFILIATED TO THE UNIVERSITY OF BURDWAN)

NALHATI, BIRBHUM, W.B - 731220



DEPARTMENT OF COMPUTER SCIENCE IN COLLABORATION  
WITH IQAC OF HIRALAL BHAKAT COLLEGE

*organizes*

**TWO DAYS HANDS ON TRAINING PROGRAM  
ON  
MICROSOFT OFFICE**

**Date : 9th & 10th March-2022**

**Time : 11 a.m**



**Resource Persons :**

- 1) Dr. Banshidhar Sahoo**  
Assistant Professor in Mathematics  
Hiralal Bhakat College
- 2) Sk Abdul Hanif**  
SACT in Computer Science  
Hiralal Bhakat College

+91-7001737142  
www.hbcnht.in  
computersciapplication@gmail.com  
Nalhati, Birbhum, WB

**TARGET PARTICIPANTS : SCHOOL STUDENTS OF CLASSES IX TO XII**



### Resource Person

- 1) Dr. Banshidhar Sahoo,  
Dept. of Mathematics, Hiralal Bhakat College
- 2) Sk Abdul Hanif,  
Dept. of Computer Science, Hiralal Bhakat College

## Where to visit us

### ADDRESS

Hiralal Bhakat Collge  
Nalhati, Birbhum

### CONTACT US

Mob: 7001737142

Gmail : [computersciapplication@gmail.com](mailto:computersciapplication@gmail.com)  
[www.hbcnht.edu.in](http://www.hbcnht.edu.in)

The Dept. of Computer Science in  
collaboration with IQAC  
of Hiralal Bhaka College, Nalhati  
Organizes Two Days Workshop on

# Two Days Hands on Training Program on Microsoft Office

**Date :** 9th and 10th March-2022

**Time :** 11:00 A.M



### Objective :

This workshop will help the learners to enhance their computer skills and will enable them in office automation as well as in DTP works. The main objectives of this workshop are-

- (a) To develop skill of computer use.
- (b) To enrich the knowledge of MS-Office.
- (c) To increase typing speed in computer.

**Eligibility:** Class VIII passed.

**No of Seats :** 20 (Twenty).





# Hiralal Bhakat College

Nalhati, Birbhum, West Bengal, Pin-73122

Email: [hbcollege@gmail.com](mailto:hbcollege@gmail.com) Website : [www.hbcnht.edu.in](http://www.hbcnht.edu.in)



## Two Days Hands on Training Program on Microsoft Office

The Computer Science Dept. in collaboration with IQAC of Hiralal Bhakat College is going to start Two Days Hands on Training Program on Microsoft Office for high school students.

### Objectives:

This workshop will help the learners to enhance their computer skills and will enable them in office automation as well as in DTP works. The main objectives of this workshop are-

- (a) To develop skill of computer use.
- (b) To enrich the knowledge of MS-Office.
- (c) To increase typing speed in computer.

### Course Details:

The detailed information is available at: <https://hbcnht.in>

**Course title:** Two Days Hands on Training Program on Microsoft Office

**Eligibility:** Class VIII passed

**Course Date:** 9<sup>th</sup> and 10<sup>th</sup> March-2022

**Course fees:** Nil

**No of Seats:** 20 (Twenty)

### Duration:

Two Days (8 Credits) (Theory: 4 hrs + Practical: 4 hrs.)

### Name of Experts :

- 1) Dr, Banshidhar Sahoo, Assistant Professor of Mathematics, Hiralal Bhakat College.
- 2) Sk Abdul Hanif , SACT of Computer Science, Hiralal Bhakat College.



## ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Practical Hours
1.	Fundamentals of Computer	1	0
2.	MS-Office- Word, Excel, PowerPoint	3	4
	<b>Total Hours</b>	<b>4</b>	<b>4</b>

## Outline of the Syllabus:

### 1. **Fundamental of Computer :**

What is Computer, Basic Applications of Computer; Components of Computer System, Generations of Computer. Block Diagram of a Computer, Functions of the Different Units.

Input unit: Keyboard, Point and draw devices mouse, joystick, track ball, light pen, Output unit: Monitor, Printer laser printer, dot-matrix printer, ink jet printer.

Memory unit: (a) Primary Memory , RAM, DRAM and SRAM; ROM. (b) Secondary Memories, Hard disk , Floppy, CD. CPU.

### 2. **Understanding Word Processing:**

Introduction, Objective , Word Processing Basics, Opening Word Processing Package, Title Bar, Menu Bar, Toolbars & Sidebar, Creating a New Document, Opening and Closing Documents, Opening Documents, Save and Save As, Closing Document, Using The Help, Page Setup, Print Preview, Printing of Documents, PDF file and Saving a Document as PDF file, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Font, Color, Style and Size selection, Alignment of Text , Undo & Redo, AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text, Paragraph Indentation, Bullets and Numbering, Change case, Header & Footer, Table Manipulation, Insert & Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading, Shortcut Keys.

### 3. **Working with Spreadsheet:**

Introduction, Objectives, Elements of Spread Sheet, Creating of Spread Sheet, Concept of Cell Address [Row and Column] and selecting a Cell, Entering Data [text, number, date] in Cells. Page Setup. Printing of sheet, Saving Spread sheet, Opening and Closing, Manipulation of Cells & Worksheet, Modifying / Editing Cell Content, Formatting Cell (Font, Alignment, Style ), Cut, Copy, Paste & Paste Special, Changing Cell Height and Width, Inserting and Deleting Rows, Column, AutoFill, Formulas, Functions and Charts, Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division), AutoSum, Functions (Sum, Count, MAX, MIN, AVERAGE).

#### 4. Creating Presentations:

Introduction, Objectives, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Inserting & Editing Text on Slides, Inserting and Deleting Slides in a Presentation, Saving a Presentation, Manipulating Slides, Inserting Table, Adding ClipArt Pictures, Inserting Other Objects, Resizing and Scaling an Object, Presentation of Slides, Choosing a Set Up for Presentation, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Printing Slides and Handouts.





## **Program details**

<b>Title of the Seminar</b>	<b>“Two Days Hands on Training Program on Microsoft Office”</b>
<b>Type of the Seminar</b>	<b>College level Webinar</b>
<b>Speaker</b>	<b>Dr. Banshidhar Sahoo, Department of Mathematics</b>
<b>Faculty-In-charge</b>	<b>Sk Abdul Hanif, SACT Department of Computer Science</b>
<b>Department</b>	<b>Physical Education</b>
<b>Date &amp; Time</b>	<b>9<sup>th</sup> &amp; 10<sup>th</sup> March- 2022 , 11 A.M</b>
<b>Venue</b>	<b>Hiralal Bhakat College, Room N0-23 and Science Room</b>
<b>Target Audience</b>	<b>School Students</b>
<b>No of Students</b>	<b>09 (Nine )</b>

### **Objectives:**

This workshop will help the learners to enhance their computer skills and will enable them in office automation as well as in DTP works. The main objectives of this workshop are-

- (a) To develop skill of computer use.
- (b) To enrich the knowledge of MS-Office.
- (c) To increase typing speed in computer.

### **Details**

The Department of Computer Science hosted a two-day workshop on Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and its Application for School level students on March 9 and 10, 2022, with the goal of introducing the various applications and use of computers. When the students registered, the concerned faculty members gave them access to the resource materials.

The respected principal of our college gave an opening address to kick off the first day of the term. Our distinguished speaker, Dr. Banshidhar Sahoo, an assistant professor of mathematics at Hiralal Bhakat College, led the second session. He emphasized the value of becoming familiar with computers and their applications. He highlighted the important notes and the process for creating methods on Microsoft Power Point during his talk. In the Science Lab, a one-hour lab experiment was conducted following this lecture. Every student completed the computer lab exercises by creating unique power point presentations.

The usage of basic functions like sum, average, product, division, max, min, and text operations as well as different ways to style the entered data were covered on Day 2 by Sk Abdul Hanif, SACT of Computer Science, Hiralal Bhakat College. He did this clearly and concisely with the aid of the dataset. Following his presentation, all of the lecture processes were carried out in the computer lab. A feedback form was distributed to the participants at the final session on Day 2. Additionally, they received their participation certificates. The concluding speech on Day 2 was deliberated by Dr. Suddhasattwa Banerjee, Coordinator, IQAC, who expressed appreciation for the faculty of both the departments of Mathematics and Computer Science for this Workshop for the benefit of the students.

**Budget : 3600 ( Three thousand six hundred only )**

### Photography

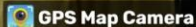




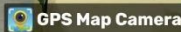


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7RPV+H4R, Nalhati, Karimpur, West Bengal 731220, India  
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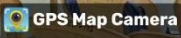


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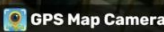


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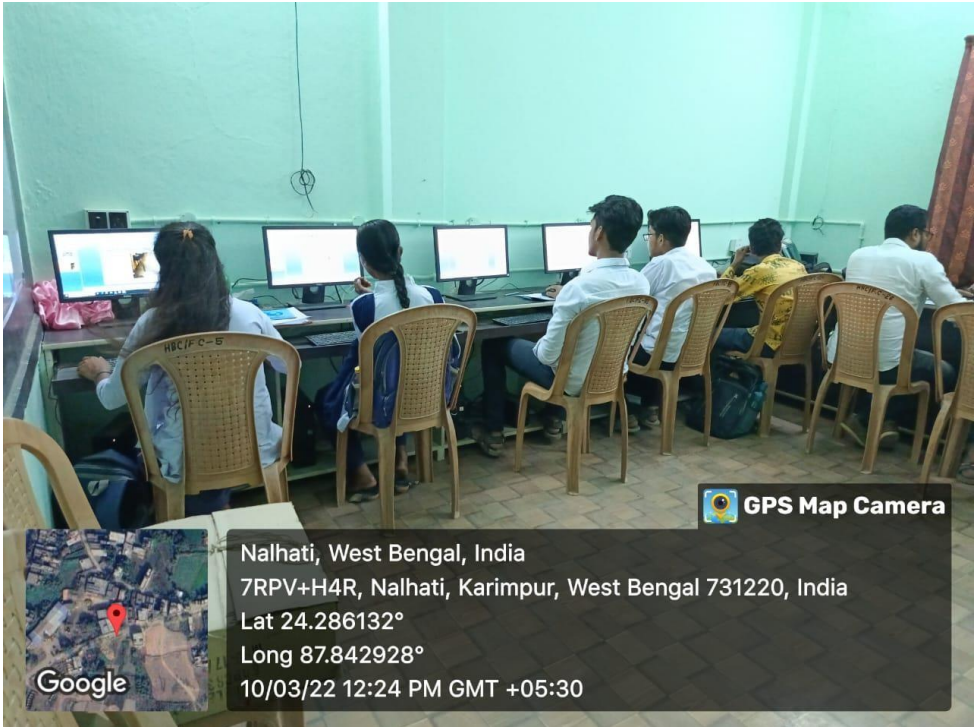


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# Students Registrations



## Hiralal Bhakat College

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E-mail: [hbccollege@gmail.com](mailto:hbccollege@gmail.com) Website: [www.hbenht.in](http://www.hbenht.in)

A college level seminar  
on  
Two Days Hands on Training Program on Microsoft Office.  
Organized by  
Department of Computer Science

Venue: Hiralal Bhakat College (Room No 23 & Science Dept.)  
Date: 9<sup>th</sup> & 10<sup>th</sup> March -2022

### Student's Registration

Sl No	Name of the Participants	Name of the School	Signature
1.	Somniti Leta	Kalitha High School	Somniti Leta
2.	Sonali Das	Kalitha High School	Sonali Das
3.	Apurba Prasad	N.H.H.S (HS)	Apurba Prasad
4.	Aniket Mondal	N.H.P.H.S (HS)	Aniket Mondal
5.	Rick Mondal	Kalitha High School	Rick Mondal
6.	Sukantha Mondal	N.H.P.H.S (HS)	Sukantha Mondal
7.	Md. Nabirul Islam	Kogram High School	Md. Nabirul Islam
8.	Samiul Islam.	N.H.P.H.S (HS)	Samiul Islam.
9.	Md. Arifan Ali	N.H.P.H.S (HS)	Md. Arifan Ali

..... SK Abdul-Hamid  
Signature  
Program Coordinator





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E-mail: hbcollge@gmail.com Website: www.hbcnht.in

A college level seminar

on

Two Days Hands on Training Program on Microsoft Office.

Organized by

Department of Computer Science

Venue: Hiralal Bhakat College (Room No 23& Science Dept.)

Date: 9<sup>th</sup> & 10<sup>th</sup> March -2022

### Other's Registration

Sl No	Name of the Participants	Name of the School & Department	Signature
1	Muskom Khatun	Sanskrit	Muskom Khatun
2	Puspita Das	Sanskrit	Puspita Das
3	Satabdi Mal	Sanskrit	Satabdi Mal
4	Hasi Sutradhar	Sanskrit	Hasi Sutradhar
5	Supriya Das	Sanskrit	Supriya Das
6	Rinki Mondal	Sanskrit	Rinki Mondal
7	Suchandana Banerjee	Sanskrit	Suchandana Banerjee
8	Sothi Let	Sanskrit	Sothi Let
9	Beauty Let	Sanskrit	Beauty Let
10	Tumpa Das	Sanskrit	Tumpa Das
11	Rina Mondal	Sanskrit	Rina Mondal
12	Ankita Mondal	History	Ankita Mondal
13	Swagata Roy.	History.	Swagata Roy.

....SK. Abdul. Haqit.

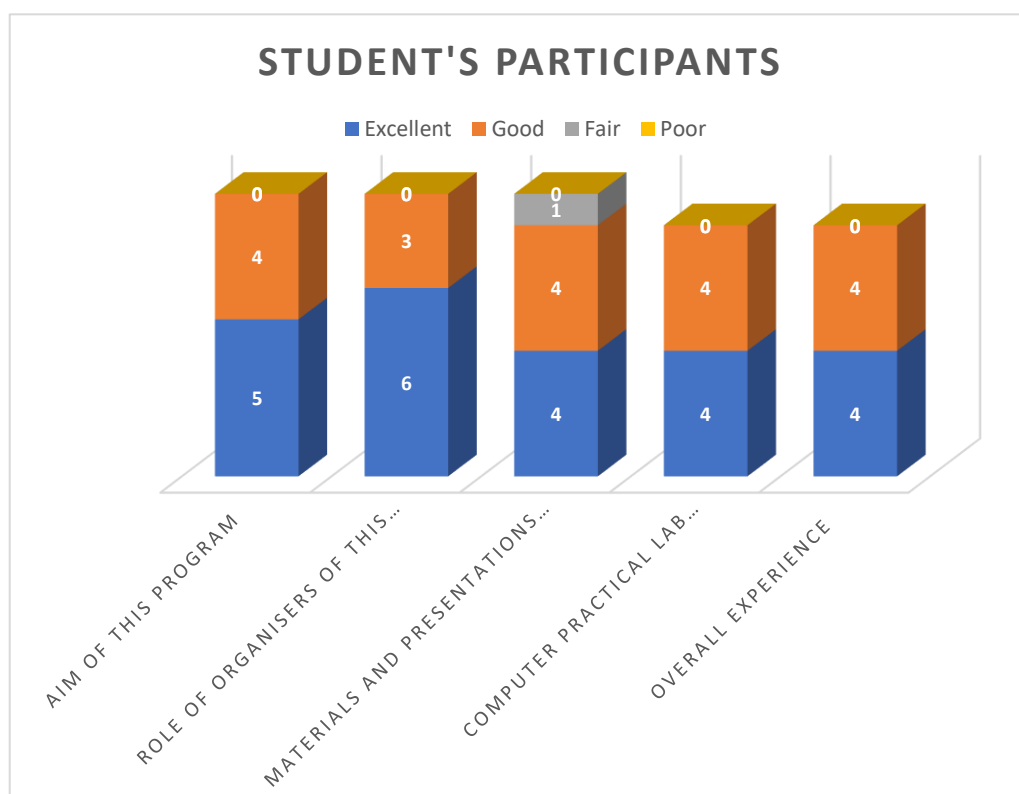
Signature

Program Coordinator

## Students Feedback Analysis

- 1) Aim of this program
- 2) Role of organisers of this program
- 3) Materials and presentations of the Program
- 4) Computer practical lab experience.
- 5) Overall Experience.

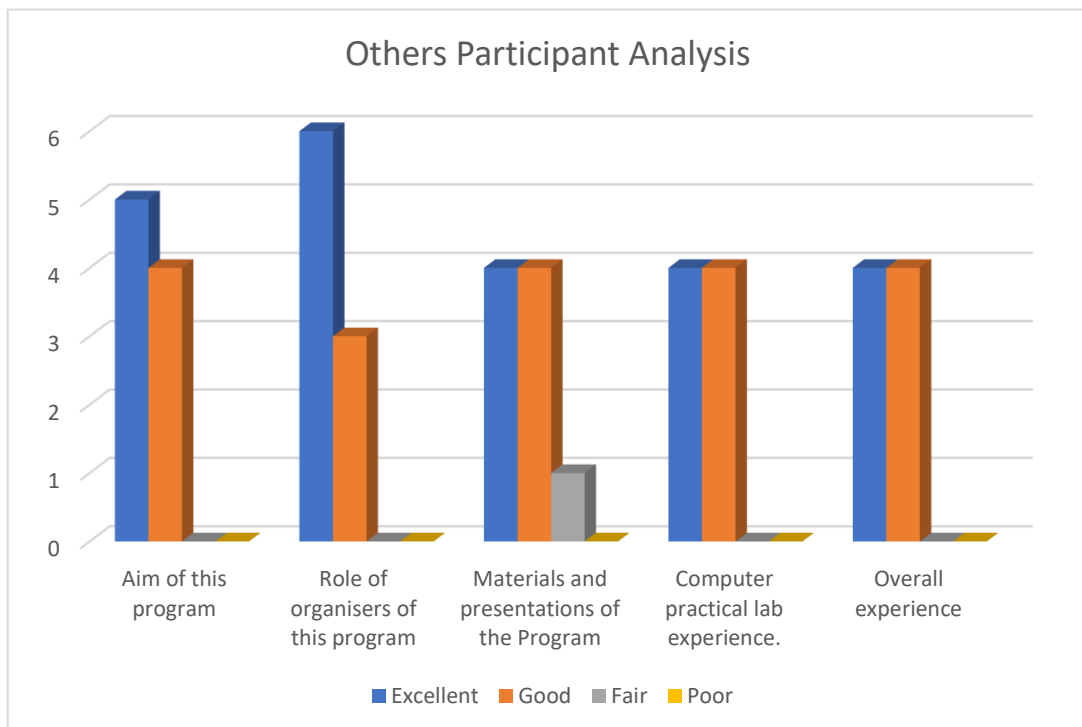
	Excellent	Good	Fair	Poor
1) Aim of this program	5	4	0	0
2) Role of organisers of this program	6	3	0	0
3) Materials and presentations of the Program	4	4	1	0
4) Computer practical lab experience.	4	4	0	0
5) Overall Experience.	4	4	0	0



## Other's participants Analysis

- 1) Aim of this program
- 2) Role of organisers of this program
- 3) Materials and presentations of the Program
- 4) Computer practical lab experience.
- 5) Overall Experience

	Excellent	Good	Fair	Poor
1) Aim of this program	11	0	0	0
2) Role of organisers of this program	4	7	0	0
3) Materials and presentations of the Program	8	3	0	0
4) Computer practical lab experience.	4	3	3	0
5) Overall Experience	8	4	0	0







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Google

*Suddhasattwa Banerjee*

(Dr. Suddhasattwa Banerjee)  
 Coordinator, IQAC  
 Hiralal Bhakat College  
 Nalhati, Birbhum

*Bsh*

(Dr. Banshidhar Sahoo)  
 Science Coordinator  
 Hiralal Bhakat College  
 Nalhati, Birbhum

*Nurul Islam*

(Dr. Nurul Islam)  
 Principal  
 Hiralal Bhakat College  
 Nalhati, Birbhum

Coordinator, IQAC  
 Hiralal Bhakat College  
 Nalhati, Birbhum

DR. NURUL ISLAM  
 Principal  
 Hiralal Bhakat College  
 Nalhati \* Birbhum

