

**Training Session on Basics of Computer System & Printer**

**Organized by: - Lab Development Committee**

**Dates: - 30<sup>th</sup> April 2019.**

**Time: - 2:00 PM to 5:00 PM**

**Attendees: - 26**

**Venue: - Lab X - 121**



**VSIT** | Vidyalankar School of  
Information Technology  
NAAC ACCREDITED COLLEGE

**Lab Development Committee  
Organizes  
Training session on  
Basics of Computer system & printer**

**Resource Person  
Ms. Swati Bare  
Ms. Preeti Jagdale  
Ms. Vaishali Pawar**

**Date: 30 April 2019.  
Time: 2:00 PM to 5:00 PM  
Venue: X 121.**

Lab development committee had organized a training session on the Basics of Computer system & printer for VSIT non-teaching staff (Admin Staff/ Library / Exam Cell) on 30<sup>th</sup> April 2019.

The motto of this training was to explore basic knowledge of computer system to non-technical staff and to make them familiar with their daily based technical related issues or doubts they face. This training session includes hardware, software, network and printer. Training also concluded quiz on hardware and printer.

The session kicked off with Ms. Swati Mohan Bare with interactive PowerPoint presentation and demonstration of all computer hardware components. She explained about types of computer systems, boot process. She gave demonstration of all computer parts and Input/output devices (Motherboard, Processor, RAM, Hard disk, SMPS, Keyboard/Mouse etc..) and explained every part briefly. After this she conducted an interactive quiz on hardware components.

Ms. Pritee Jagdale started explaining the Computer Operating system & its types, Local/Domain User login issues, Virus affections & tips to overcome virus harm. Later on she explained basics of computer network & demonstrated network devices with their functionality. Also showed network resources sharing & gave tips on it. She spoke about the online facilities being provided to all licensed VSIT users of Microsoft Office365 outlook webmail service like OneDrive & downloading latest Microsoft office.

Ms. Vaishali Pawar spoke on Printers & its types like impact and non-impact printers, also explained about VPRINT, local and network printer, basic printer troubleshooting, accessing network printers by using Computer Name or IP, scanning document. Later she took a quiz on printers.

This training program ended with group discussion process.

The whole activity was conducted and coordinated by the following members of Lab Development Committee –

Swati Bare, Pritee Jagdale, Vaishali Pawar under the guidance of Prof. Madhavi Amondkar and Prof. Rajendra Patole.



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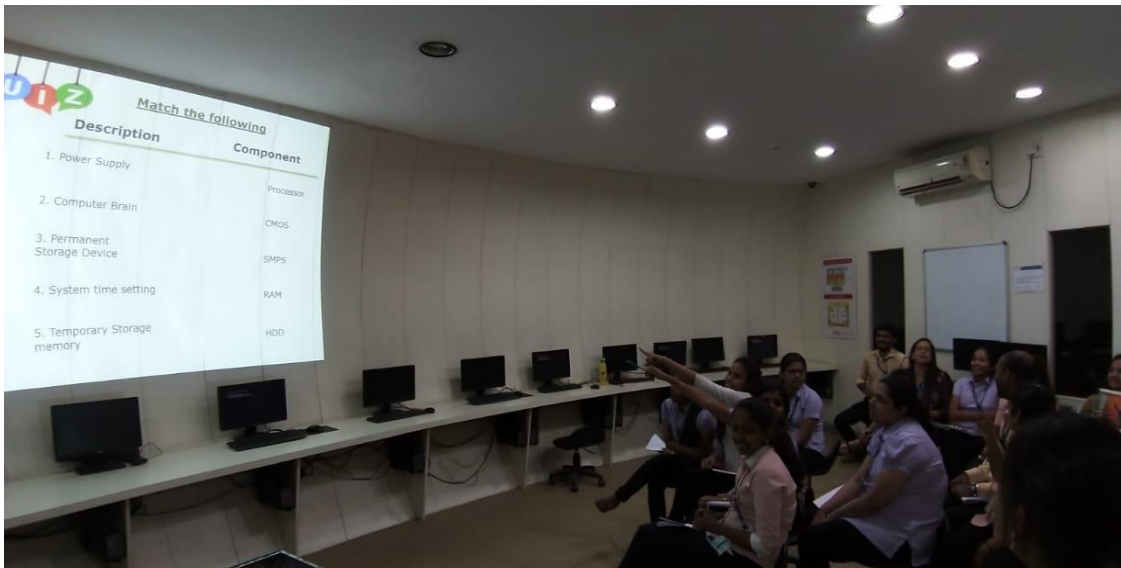
**Date: 30<sup>th</sup> April 2019**

**Time: 2:00 PM To 5:00 PM**

**Venue: X 121**

*Rajendra Patole*  
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**Activity Name: Training Session on Basics of Computer System & Printer**  
**Date: 30<sup>th</sup> April 2019**  
**Time: 2:00 PM To 5:00 PM**  
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**Training Session on Microsoft Teams**

**Organized by: IQAC-VSIT in collaboration**



**with Department of IT**

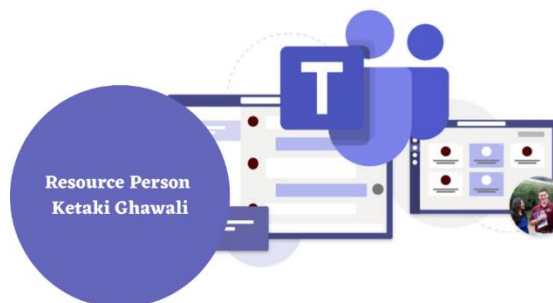
**Internal Quality Assurance Cell  
in Collaboration with  
Department of Information Technology  
organizes  
Training on Microsoft Teams**

**Dates: 4<sup>th</sup> & 5<sup>th</sup> June 2021**

**Time: 11:00 AM to 2:00 PM**

**Attendees: 21**

**Venue: X 103**



**Date : 4 & 5 June 2021.  
Time: 11:00 am to 2:00 pm  
Venue : X-119**

IQAC in collaboration with Department of Information Technology had organized a Training Program on MS Teams for our VSIT non – teaching staff on 4<sup>th</sup> & 5<sup>th</sup> June 2021. The objective of this program is to train our non-teaching staff to use MS Teams and MS Stream for online lecture conduct and management. Around 21 staff members have participated in this training program.

**Day 1 (4<sup>th</sup> June 2021)**

On 4<sup>th</sup> June 2021 Dr. Sarika Chouhan madam had conducted session on MS Teams, she has given hands on training on topic like how to create Teams and add members in it, how to manage channel feature also how to add assignments in Teams.

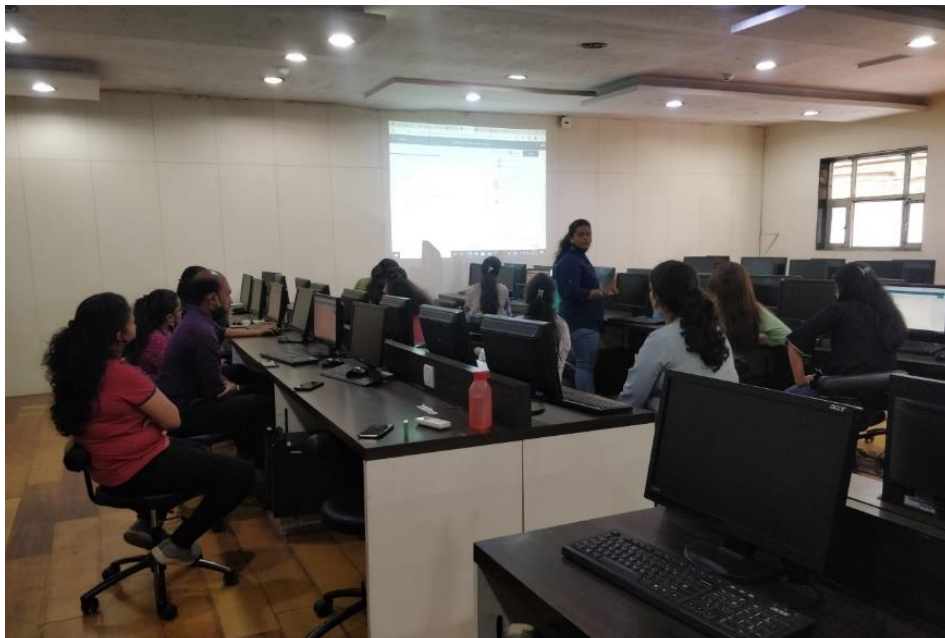
  
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**Day 2 (5<sup>th</sup> June 2021)**

On 5<sup>th</sup> June 2021 Dr. Sarika Chouhan continued the session where she explained how to share and collaborate files also how to share another apps or websites on MS teams. she has also given training on how to add video on MS streams also how to create group and channel on MS streams. At the end of this session a Manual was given to Non-Teaching Staff which was covering step by step process of above mentioned training. This session was very resourceful.



**Activity Name: Training on MS Teams Training**

**Date: 4<sup>th</sup> June 2021**

**Time: 11:00 AM To 02:00 PM**

**Venue:- Lab X-103**

  
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**Activity Name:** Training on MS Teams Training  
**Date:** 5<sup>th</sup> June 2021  
**Time:** 11:00 AM To 02:00 PM  
**Venue:-** Lab X-103

*Rakelke*  
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## Training on Microsoft Office Tools

**Organized by: IQAC-VSIT in collaboration**

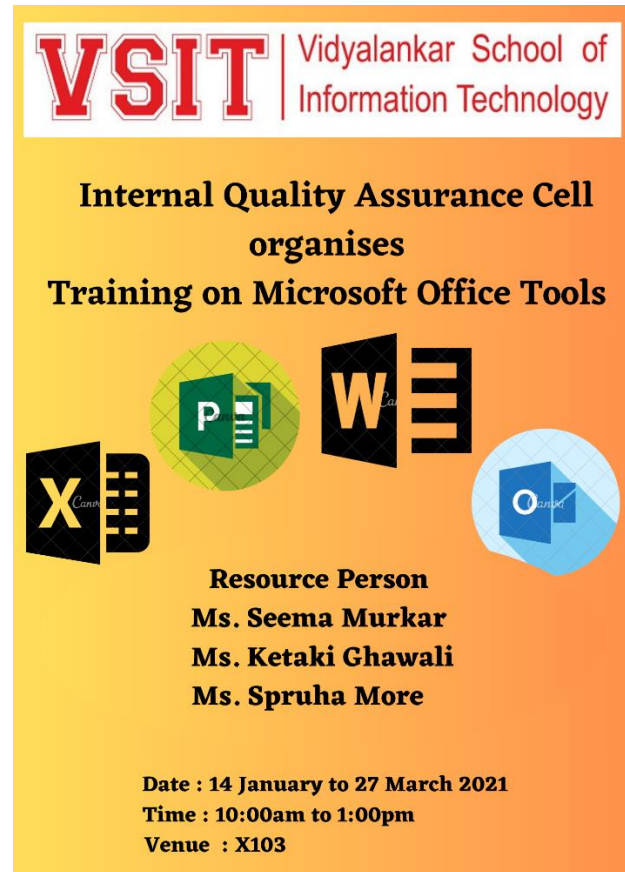
**with Department of IT**

**Date: 14<sup>th</sup> January to 27<sup>th</sup> March 2021**

**Time: 10:00 AM to 1:00 PM**

**Attendees: 23**

**Venue: - Lab X - 103 and X - 119**



The poster features the VSIT logo at the top left. The main text reads: 'Internal Quality Assurance Cell organises Training on Microsoft Office Tools'. Below this, there are icons for Microsoft Excel (X), PowerPoint (P), Word (W), and OneDrive (O). The resource persons listed are Ms. Seema Murkar, Ms. Ketaki Ghawali, and Ms. Spruha More. At the bottom, the date, time, and venue are repeated: 'Date : 14 January to 27 March 2021', 'Time : 10:00am to 1:00pm', and 'Venue : X103'.

IQAC in collaboration with Department of Information Technology had organized a Training Program on Microsoft Office Tools – Word, Excel, PowerPoint, OneDrive, Email Configuration & Forms for our VSIT non – teaching staff from 14<sup>th</sup> January to 27<sup>th</sup> March 2021. The objective of this program is to professionally train our non-teaching staff and improve their soft skills which will increase their work efficiency and confidence. Around 23 staff members have participated in this training program.

Following are the topics which have been covered in each session.

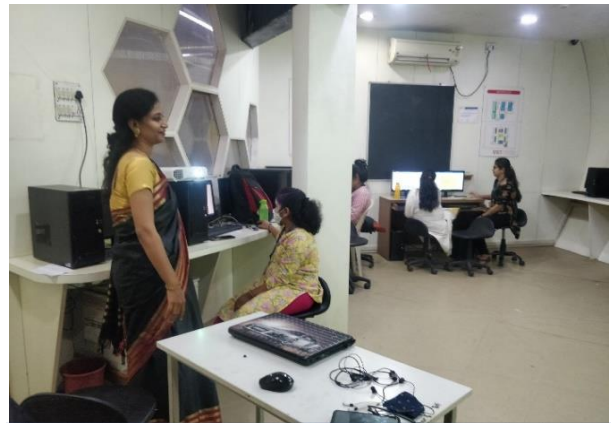
  
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Date	Topic Covered
14 <sup>th</sup> January 2021	Paragraph Alignment, formatting table, few shortcuts regarding text alignment, adding bookmark and watermark , reviewing document, adding references
15 <sup>th</sup> January 2021	Handling Visual Elements, Creating Book Cover Page, graphics and some advanced word functions
30 <sup>th</sup> January 2021	Basic Shortcuts in Excel, Conditional Formatting
6 <sup>th</sup> February 2021	Working with Excel formulae
13 <sup>th</sup> February 2021	Combining data from multiple Workbooks , Advanced Excel Functions , Macros
27 <sup>th</sup> February 2021	Creating Power Point Presentation, Layouts, views, designer , formatting shapes
6 <sup>th</sup> March 2021	Animations, Transitions
13 <sup>th</sup> March 2021	Master Slides, creating photo gallery
20 <sup>th</sup> March 2021	Creating Mail Merge and handling Plug-Ins
27 <sup>th</sup> March 2021	One Drive and Email Configuration, Creating Microsoft office Forms



**Activity Name: Training on Microsoft Office Tools**  
**Date: 14<sup>th</sup> January 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 119**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 15<sup>th</sup> January 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 119**

*Rakelke*  
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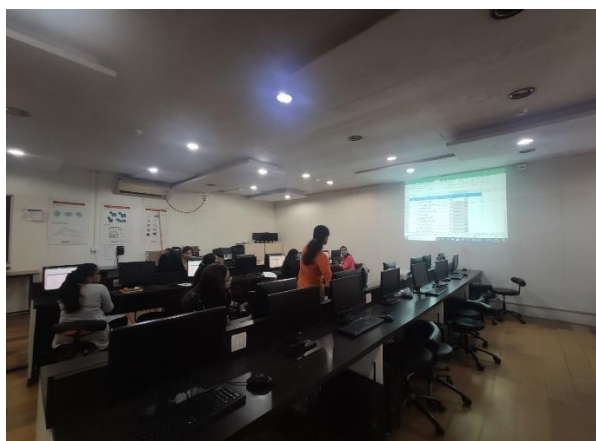




**Activity Name: Training on Microsoft Office Tools**  
**Date: 30<sup>th</sup> January 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 6<sup>th</sup> February 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



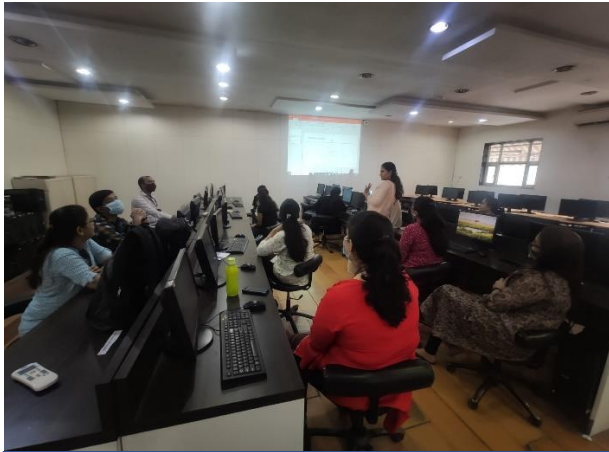
**Activity Name: Training on Microsoft Office Tools**  
**Date: 13<sup>th</sup> February 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 27<sup>th</sup> February 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**

  
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Mumbai - 400 037.





**Activity Name: Training on Microsoft Office Tools**  
**Date: 6<sup>th</sup> March 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 13<sup>th</sup> March 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 20<sup>th</sup> March 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**



**Activity Name: Training on Microsoft Office Tools**  
**Date: 27<sup>th</sup> March 2021**  
**Time: 10:00 AM To 1:00 PM**  
**Venue:- Lab X - 103**