

## Notice

This is to inform all non-teaching staff of Department of Biochemistry and Biotechnology that the Department is conducting a **“Hands on Training of Basic Computer Skill”** exclusively for them. The training will be conducted at the department from **25<sup>th</sup> to 27<sup>th</sup> September 2019** at **11:30 AM to 1:30 PM.**

It is mandatory for all the non-teaching staff from the department to be present for this training.



**Mr. Rohan Thaware**  
Coordinator



**Mrs. B. A. Mehere**  
Head, Department of  
Biochemistry and  
Biotechnology  
Dr. Ambedkar College,  
Deekshabhoomi, Nagpur

*Mrs. B. A. Mehere*  
**HEAD DEPARTMENT OF  
BIOCHEMISTRY & BIOTECHNOLOGY  
DR. AMBEDKAR COLLEGE,  
DEEKSHA BHoomi, NAGPUR**



**Mr. R. V. Patil**  
Principal,  
Dr. Ambedkar College,  
Deekshabhoomi, Nagpur

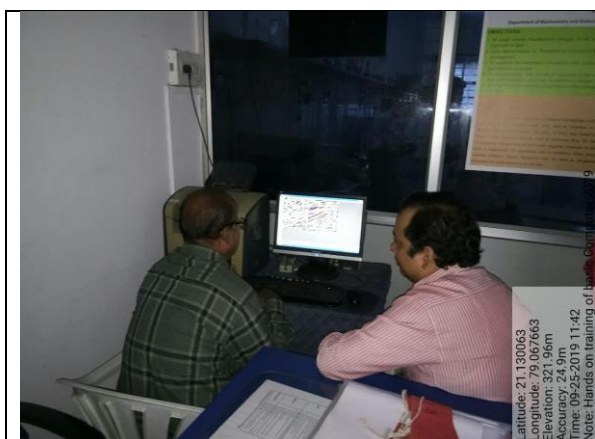
**Officiating Principal  
Dr. Ambedkar College,  
Deekshabhoomi,  
Nagpur.**

# Report on Hands on Training of Basic Computer Skill

A three days Hands on Training of Basic Computer Skills was conducted by the department of Biochemistry and Biotechnology for its non-teaching staff from 25<sup>th</sup> to 27<sup>th</sup> September 2019 at 11:30 AM to 1:30 PM. The training was conducted by Mr. Rohan Thaware, Assistant Professor, Dr. Ambedkar College, Deekshabhoomi, Nagpur

The training was divided into three modules which were Basic Introduction to Computers and Internet, Introduction to Microsoft Word and Microsoft Excel. These topics were taught to non-teaching staff keeping in mind the importance of such tools in day to day activity of the department. All three days the staff was individually trained by Mr. Thaware and their queries were solved on the spot. On the first day the staff was introduced to basic software and hardware of computers and some basic troubleshooting tricks were demonstrated so as to accustom them with computers. On the second day the staff was trained to write basic letters using MS Word and save files and make folders on computer. On the last day they were introduced to MS Excel and use of worksheet for keeping stock records of the department.

Such initiative are taken by the department to keep the staff up to date with technology thus enhancing the efficiency of the department.



Day 1: Introduction to computers and Internet



Day 2: Introduction to MS Word and letter writing



Day 3 Introduction to MS Excel and worksheet preparation