

**Conduction of Computer Classes to High School
Students of Cheeryal Village**

Geethanjali College of Engineering and Technology

(An UGC Autonomous Institution, Affiliated to JNTUH)

Cheeryal (V), Keesara (M), R.R Dist., 501301

Report

On

Conduction of computer classes

To

High school students of Cheeryal Village

Date: 22-08-2016 to 26-08-2016


Name of the Activity: Conduction of computer classes to high school students of Cheeryal Village


Venue: Cheeryal High school

Our College NSS Team visited the High School of Cheeryal village to conduct computer classes (MS-Office training) to high school students of Cheeryal Village From 22-08-2016 to 26-08-2016. A total of Three Faculty members and 10 NSS Student Volunteers were participated in the event.

The Trainers for the Computer Classes (MS-Office training) is NSS Volunteers from CSE Department and Three faculty members namely Mr. R Odaiah, Associate Professor, ECE Department, Mrs. S Ramanjaneyulu, Assistant Professor, CSE Department, Mr. D Varun Kumar, CE department.

The Program was conducted in the Cheeryal High School - Computer Lab. In this Event a Total of 30 High School students were attended the classes. This program was aimed to impart the Computer Skills to the High School Students. They showed a keen interest in learning the subject with hands on session on the same. The course material was prepared keeping in mind that they can practice the exercises even after the event. The Training was divided into three sessions. The First Session Timings: 10:00 AM to 11:15 AM and Second Session Timings: 11:30 AM to 12:30 PM, Third Session Timings: 01:30 PM to 03:00 PM. In the Third Session Lab Practice is done by the students.


NSS Program Officer
Geethanjali College of Engg. and Tech.
Cheeryal (V), Keesara (M), M.M. Dist.-501301
R. Odaiah


PRINCIPAL
Geethanjali College of Engg. and Tech.
Cheeryal (V), Keesara (M), M.M. Dist.-501301

Geethanjali College of Engineering & Technology

(Affiliated to JNTUH)

Cheeryal(V), Keesara (M), Medchal Dist,TS-501301

No.GCET/2016-17

OFFICE OF THE PRINCIPAL CIRCULAR

Date: 16/08/2016

Sub: Conduction of computer classes to high school students under NSS at Cheeryal.

All the students and staff are hereby informed that it is proposed to conduct "Computer classes to High school students" under NSS at Cheeryal village from 22/08/16 to 26/08/2016.


All interested students and staff can participate and make the programme a grand success.


Principal

PRINCIPAL
Geethanjali College of Engg. and Tech.
Cheeryal (V), Keesara (M), Medchal Dist.(T.S.)-501 301.

Copy to

1. Deans/HODs
2. Notice board


(R. Odaiah)
NSS Program Officer

NSS - Program Officer
Geethanjali College of Engg. and Tech.
Cheeryal (V), Keesara (M), M.M. Dist.-501 301

The following contents are delivered to the Students:

1. Introduction to MS –Office
2. Microsoft Word
3. Microsoft Power Point
4. Microsoft Excel
5. Internet Concepts

Computer Classes (MS-Office training) Schedule

S.NO	DATE	Time				
		10:00 AM to 11:15 AM	11:15AM to 11:30AM	11:30 AM to 12:30 PM	12:30 PM to 1:30 PM	01:30 PM to 03:00 PM
1	22-08-2016	Basics of computers, Creating Folders, Files, Different File Formats, Notepad.	Break	Microsoft Word (MS Word): File Opening, Saving, Closing, Paragraphs, Clipart, Word Art, Print, Page Setups, page Layouts, Page Numbers, Date & Time, overview of toolbars.	LUNCH	Lab Practice Session
2	23-08-2016	Microsoft Word (MS Word): Creating Tables, Cell alignment, Formatting Styles, Spell Check and Track Changes.	Break	MS Paint, Calculator. symbols.	LUNCH	Lab Practice Session
3	24-08-2016	Microsoft Power Point: Designing Slides, Sound effects & BG Design, Auto shapes, Slide Layouts.	Break	Microsoft Power Point: Inserting – Text, Images, Audio, Video, Clip Art, Create Timing Presentation, Slide Shows Presentation.	LUNCH	Lab Practice Session
4	25-08-2016	Microsoft Power Point: Creating a Basic Presentation, Working with Themes and Styles.	Break	Microsoft Power Point: Working with Graphs & Tables.	LUNCH	Lab Practice Session
5	26-08-2016	Microsoft Excel: Worksheet, Cell,	Break	Internet Concepts: Creating e-mail, sending	LUNCH	Lab Practice

(Signature)
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		Gridlines, Format cells, Auto fill, Formatting Text, Hyperlink, Tables, Creating Formulas.		e-mail, Downloading files.		Session
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NSS Students Volunteers Participation List:

S. No	Roll No	Name of the student	Year & Branch
1.	13R11A0503	A V PAVAN KUMAR	IV - CSE
2.	13R11A0529	KOUSHIK K	IV - CSE
3.	13R11A0547	CHRISTINA T	IV - CSE
4.	13R11A0531	NITHYA K	IV - CSE
5.	13R11A05B4	HARI KRISHNA	IV - CSE
6.	13R11A05A9	V ADITHYA	IV - CSE
7.	13R11A05B1	C VIDHYA BHARATHI	IV - CSE
8.	13R11A0590	M KEERTHANA	IV - CSE
9.	13R11A05E2	M SHIVA KUMAR	IV - CSE
10.	13R11A05D2	J SRIDHAR	IV - CSE

Faculty Participants List:

S. No	Name of the faculty	Designation	Department
1.	Mr. R.Odaiah	Associate Professor	ECE
2.	S Ramanjaneyulu	Assistant Professor	CSE
3.	Mr. Varunkumar	Assistant Professor	CE

(R. odaiah)
NSS Program Officer
NSS - Program Officer
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22 - 26 Aug. 2016

Conduction of computer classes to high school students of Cheeryal Village:




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22-26 Aug 2016

Conduction of computer classes to high school students of Cheeryal Village:



 (R. Odaiah)

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