

Date: 17/3/2012

Hands on Training on Documentation and Formatting

Special hands on training were given to 300 students of first year BBA and B.Com on



documentation and formatting. A need for the same was felt when students submitted various online assignments. Accordingly, six hours session for each class was organized. The resource persons were our internal faculty members – Ms. Divya Gadaria and Dr. Vijay Gondaliya. They were assisted by other staff members. The students were taught the following:

- Power Point Presentation
- Copying images from websites
- Copying and pasting
- Page setup and line alignment and spacing
- Text alignment and warping
- Table creation and formatting
- Animations

Positive feedback were received from the participants.

