MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS), EGMORE

CHENNAI –600008

UG DEPARTMENT OF PSYCHOLOGY
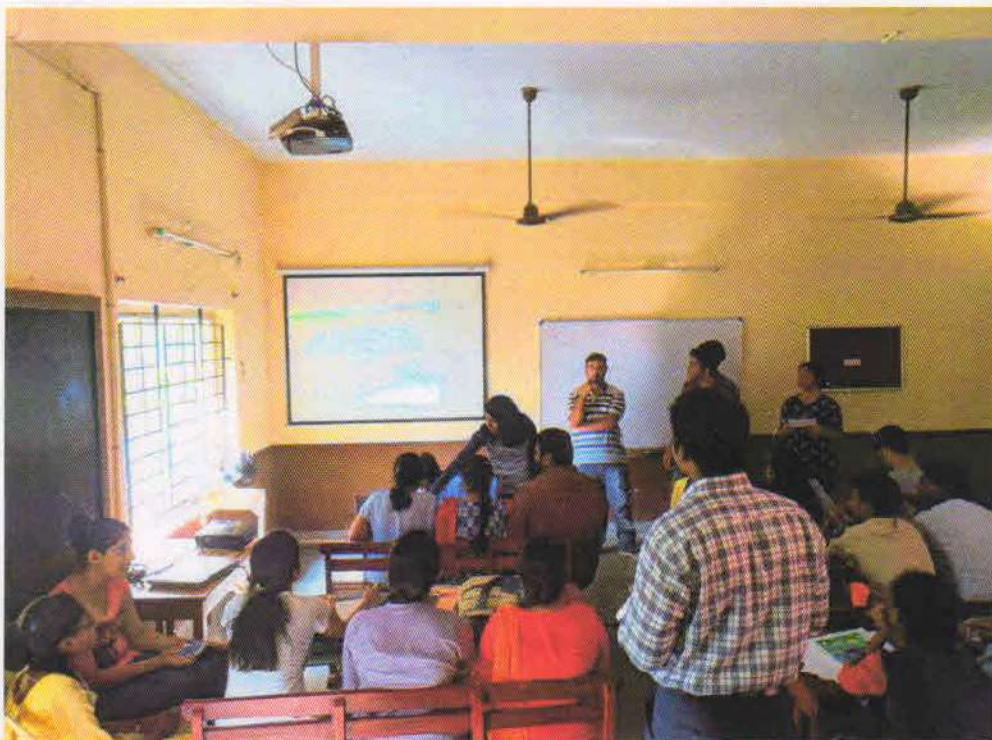
SOFT SKILLS III – 2017

(COMPUTING SKILLS LEVEL – I)

Venue: MSSW 3rd B.Sc Classroom

Date: 21st to 24th August, 2017

The Department of psychology organized soft skills III for the 2nd Bsc at the MSSW dept classroom from 21st to 24th of August 2017

About the Trainers

S. Balakrishnan is a Programmer working in Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur which is an Institution of National Importance under the Ministry of Youth Affairs & Sports, Government of India. He has handled the ICT Classes for P.G. student and Faculty Members of RGNIYD and also National Youth Volunteers. He has 10 years' experience in Developing Application Software, Designing Websites and Installing and Maintenance of Servers& Network. He was nominated for a month Training Programme on ICT at Tokyo by Government of India in the year 2011. He has done many training programmes related to ICT for the Youth in different parts of the country.

He has done M.C.A and Diploma In Computer Technology in Chennai, Tamil Nadu. He is certified REDHAT Engineer (Certified by REDHAT, USA) and Ethical Hacker (Certified by Government of India).

Activities

- Microsoft word
- Shortcut keys
- Features or tools in Microsoft word and how each one functions
- Mail Merge
- How to format paragraph and different type of styles
- Internal Assement was taken on the following by Quiz
- Microsoft Excel
- How to insert tables and insert new rows and columns
- charts
- Different types of charts
- What are Graphs
- Different types of Graphs
- Internal Assessment was taken on one - on- one basis asking them to do the following

- Practical Explanation of Windows Movie Maker
- Practical Explanation of CorelDraw and Photoshop
- Concept of Colour
- Concept of Sound

Report

The class was well informed with the basic computer terms with Interactive Session mode.

The first day start with Word Processing and Its operations like setting up page layout, paragraph, line spacing, creating new style, Mail Merge, Smart Art, Inserting Shapes, Clipart etc and students were able to gain the knowledge about different function of Word Processing and Its applications etc.

The second day class start with Database Management System by using Ms-Access Software. Students were able to gain the knowledge about different types of Database Software's, Concept of Database and Its types, uses of Database, Creating Tables and Liking with Reports etc..Subsequently students were asked to do the report design in Ms-Access.

Some students had already worked on MS-Excel with simple data entry; they were introduced to additional formulas, data filtration, compare data, pivot tables, chart preparation, linking with database etc.

The last day classes started with Graphics and Multimedia with demonstration of Photoshop and Corel Draw software and explained various applications and Functions of its tools.

Assignments were conducted to examine the understanding of the students on the various topics covered.

MADRAS SCHOOL OF SOCIAL WORK (MSSW)
DEPARTMENT OF PSYCHOLOGY
ATTENDANCE SHEET (Batch 2017)

S.No	Register No.	Name	21/08/2017					22/08/2017					23/08/2017				
			1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
1	BSC-17-02	MOHANAPRIYA T															
2	BSC-17-03	SIRISHA G															
3	BSC-17-04	JASWANTHE V															
4	BSC-17-05	ABRAHAM PHILIP FRANCIS															
5	BSC-17-06	AKASHYA															
6	BSC-17-07	YVARANI V															
7	BSC-17-08	MAHA LAKSHMI S															
8	BSC-17-09	GOWTHAM RAAJASEKAR R															
9	BSC-17-10	BARGHAVI S															
10	BSC-17-11	JANNANI M															
11	BSC-17-12	THEODRE JACKSON L S															
12	BSC-17-15	SUPRAJA V															
13	BSC-17-16	SUMA ANITHA BABY RANAN															
14	BSC-17-17	DEEPIKA T N															
15	BSC-17-18	GOWTHAM KUMAR D															
16	BSC-17-19	JESSICA SAHU															
17	BSC-17-20	SIMONE MARIA SMITH															
18	BSC-17-22	MUKESH RAJ N															
19	BSC-17-23	BHARATHI S															
20	BSC-17-24	AAKANKSHA															
21	BSC-17-26	VIJAYA GOWRI M															
22	BSC-17-27	AKSHAYA K S															
23	BSC-17-28	SREENITHY M															
24	BSC-17-29	RAMYAA M															
25	BSC-17-30	SUSHMA K S															
26	BSC-17-31	JAYASRI J															
27	BSC-17-32	MAHALAKSHMI S															
28	BSC-17-33	IRIS GODLIN P															
29	BSC-17-34	VISHNUPRIYA G															
30	BSC-17-35	PAVITHRA D															
31	BSC-17-36	KEERTHANA B															
32	BSC-17-37	NEERAJA PRABHAKARAN															
33	BSC-17-38	NIKHIL K															
34	BSC-17-39	ARISTA GARG															
35	BSC-17-40	SANGEETHA PRIYA B															
36	BSC-17-41	URMILA JAIN A															
37	BSC-17-42	KRISHNA V															
38	BSC-17-43	ROSELINE JOSELET KS															
39	BSC-17-44	KATHLEEN NAVEENA P															
40	BSC-17-45	VIDUSHI YADAV															
41	BSC-17-46	KUMUTHINI SIVAKUMAR															
42	BSC-17-48	SRINIDHI TC															
43	BSC-17-49	HARSHINI															
44	BSC-17-50	LITHEESHWARAN K															
45	BSC-17-52	VARSHINI S															
46	BSC-17-53	MURZHITHA ZHEREN K															
	Signature of Faculty																

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1	BSC-17-02	MOHANAPRIYA T	X	X	X	X	X										
2	BSC-17-03	SIRISHA G	X	X	X	X	X										
3	BSC-17-04	JASWANTHE V	X	X	X	X	X										
4	BSC-17-05	ABRAHAM PHILIP FRANCIS	X	X	X	X	X										
5	BSC-17-06	AKASHYA	X	X	X	X	X										
6	BSC-17-07	YVARANI V	X	X	X	X	X										
7	BSC-17-08	MAHA LAKSHMI S	X	X	X	X	X										
8	BSC-17-09	GOWTHAM RAAJASEKAR R	X	X	X	X	X										
9	BSC-17-10	BARGHAVI S	X	X	X	X	X										
10	BSC-17-11	JANNANI M	X	X	X	X	X										
11	BSC-17-12	THEODRE JACKSON L S	X	X	X	X	X										
12	BSC-17-15	SUPRAJA V	X	X	X	X	X										
13	BSC-17-16	SUMA ANITHA BABY RANAN	X	X	X	X	X										
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15	BSC-17-18	GOWTHAM KUMAR D	X	X	X	X	X										
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21	BSC-17-26	VIJAYA GOWRI M	X	X	X	X	X										
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24	BSC-17-29	RAMYAA M	X	X	X	X	X										
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