

Capacity Building and Skill Enhancement Programme

“Basic Computing skills for Architecture students”.



Ar. Shounak Naik

With an aim to help students acquire basic computer skills that equip them with the knowledge to operate a computer, operate various computer programs which are essential for architecture students such as photoshop, Cad, Powerpoint Excel etc. this session is been organised.

Basic Tasks as sending emails, conducting Internet research, creating word processing documents and creating presentations more effectively and efficiently are few challenges students face at the start of architectural education. To overcome this following topics will be covered :

- **Manage Your Tasks with Microsoft tools.**
- **Basic Microsoft Outlook and emailing.**
- **Basics of Microsoft PowerPoint, word, basic Formulas and Functions in Microsoft Excel**
- **Using Pivot Tables and Charts in Microsoft Excel**
- **Web Searching Skills, Basic Troubleshooting Skills.**

JAN 2022

06

Day & Date : Thursday, January 6th 2022

Time : 12.30 pm to 1.30 pm

Ar. Smita Patil

Lecture Series Co-ordinator

Dr. Ujjwala Palsuley

Principal, MMCOA



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