



REPORT ON TECHNOLOGY SKILLS TRAINING PROGRAMME

All the staff members of our school have been divided into four groups i.e. Alpha (24 staff members), Beta (65 staff members), Gamma (16 staff members) and Core IT Team (8 staff members). Under this programme, staff is being trained on various software / applications / tools to enhance their technology skills. As a part of the above programme the IT department of the school taken 2 hours training programme for the Alpha, Beta and Gamma groups on 28 May, 2024.

The following topics were taken for the various groups:

Alpha Group

Topic : Advanced Features of MS Powerpoint.

Resource Person : Ms. Meenakshi Gulati and Ms. Garima Priya

The members of the alpha group learnt advanced features of MS Powerpoint followed by an assignment based on the topic Yoga Day presentation using animation and transition effects.



Beta Group

Topic : Advanced features of MS Word and Introduction to MS Excel.

Resource Person: Ms. Meetu Tripathi and Ms. Sonam Malik

The members of the beta group learnt advanced features of MS Word and Basic features of MS Excel followed by an assignment on MS Word on the topic creating a circular for Yoga Day with incorporating pictures and tables.

Gamma Group

Topic : Advanced Features of Filmora

Resource Person : Ms. Asha Menon

The members of the gamma group trained on advanced features of Filmora followed by an assignment on benefits of Yoga.

