

ENRICHMENT ACTIVITY  
ON  
WORKING WITH  
**MICROSOFT WORD**  
UNDER PMMMNMTT PROJECT

*19<sup>th</sup> February, 2019*

Organized by :  
**Department of Education**  
Guru Ghasidas Vishvavidyalaya, Bilaspur



**CHIEF PATRON**

Prof. Anjila Gupta, Hon'ble Vice Chancellor

**PATRON**

Prof. Shailendra Kumar, Registrar

**CONVENER**

Dr C S Vazalwar

**COORDINATOR**

Dr Sonia Sthapak

Mobile No : 9826089699

Email Id - [soniapmnmmtt@gmail.com](mailto:soniapmnmmtt@gmail.com)

---

**Participants:** Teacher Educators, Teachers, Research Scholars, Prospective Teacher Educators

**Venue:** GGV CAMPUS

**Important Dates:**

Workshop on 19<sup>th</sup> February, 2019

Registration on or before 18<sup>th</sup> February, 2019

---

**No Registration fee will be charged for this workshop. Participation will be finalized on first come first serve basis**

**Accommodation:** Accommodation may be made available on nominal charges on first come first serve basis

**ENRICHMENT ACTIVITY ON  
WORKING WITH MICROSOFT WORD  
UNDER PMMMMNTT PROJECT**

**Registration Form**

- (1) Name: .....
- (2) Designation: .....
- (3) Institution: .....
- (4) E-mail: .....
- (5) Mobile No.: .....
- (6) Contact Address: .....
- .....
- (7) Accommodation Required: .....
- (8) Account No. & Type : .....
- (9) Bank Name & Branch : .....
- (10) IFSC Code : .....

Date:

Signature of Participant

- Note:** 1. Please send scanned copy of duly filled registration form by 18<sup>th</sup> February, 2019  
2. Participation will be finalized on first come first serve basis.

---

**About the Department:**

The Department of Education is committed to bring out the best potential of its students to develop them envisioned leaders of Indian Education. The department possesses a team of able and sensitive teacher educators - a high standard of knowledge, professional skills, cultural understanding, social responsibility and synergistic progress within a truly multicultural educational environment.

**About the activity :** In the present techno- age the teachers cannot survive without knowing computers. The knowledge of working with computers proves to be advantageous in updating oneself and in preparations of presentations etc which is one of the core areas of teaching process. MS Word is a popular word-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments. There are many simple but useful features available in Microsoft Word to make it easier for study and work. Realizing the importance of working with computers this comprehensive word training activity is designed to get participants to work with MS word, so that they can get the most out of it and can enhance their working skills.

**Prerequisites**

- ◆ Familiarity with using a personal computer, mouse, and keyboard.
- ◆ Ability to navigate to information stored on the computer; and manage files and folders.