



**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE
FOR WOMEN**
Affiliated To Palamuru University
SHADNAGAR, RANGA REDDY DIST, TELANGANA



Department of Computer Science
Report on
Five-Day Faculty Development Programme on
“Basic Computer Skills”

9th – 13th June 2025

Theme/Topic: Basic Computer Skills

Time: 11.30 – 2.30

Organized By: Department of Computer Science

Resource Persons:

1. S. J. Sowjanya – DL – Computer Science
2. T. Srilatha – DL – Computer Science
3. K. Srilakshmi - GDL – Computer Science
4. T. Santhosha – ICT Programmer

Faculty Attended: 18

Five Day Schedule:

SCHEDULE		
S. No	Date	Topic
1	09/06/2025	❖ Google Docs, Google Sheets creation, updating and sharing the doc links
2	10/06/2025	❖ MS-Word – Document creation, editing, formatting & printing options
3	11/06/2025	❖ Flyer Creation using AI Tools
4	12/06/2025	❖ Online quiz creation and certificate generation
5	13/06/2025	❖ Creation of meeting links using GMeet, Zoom and Webex

Faculty List participated in the FDP:

S. No	Name of the Faculty	Department
1	D. Vijaya	Physics
2	T. Shirisha	Mathematics
3	A. Spandana	Botany
4	N. Bindusri	English
5	C. Padmaja	Physics
6	Uzma Nikhat	Zoology
7	Sumayya Ruksar	History
8	D. Pavani	Telugu
9	P. Pragathi	Chemistry
10	Afrojahan	Zoology
11	S. Mumtaj	Economics
12	P. Parameshwari	Botany
13	Swarna Jane	English
14	Dr. K. Kala Jyothi	Microbiology
15	G. Raveena	Chemistry
16	V. Rajeshwari	Telugu
17	S. Divya rani	Physics
18	K. Keerthi	Zoology

Report:

The department of Computer Science Organised a Five-Day Faculty Development Programme on “Basic Computer Skills” for upskilling the skills for the faculty of Telangana Tribal Welfare Residential Degree College for Women, Shadnagar from **9th June 2025 to 13th June 2025**.

Day-1 (9th June 2025):

Topic: Google Docs, Google Sheets creation, updating and sharing the doc links

Resource Person: MS. S. J. Sowjanya

Process of Creating a Google Document:

Step-1: click “<https://docs.google.com>”, Sign in with your Google account with Gmail id credentials. **Step-2:** Create a New Document: Click the + Blank button (or choose a template). **Step-3:** Rename the Document: Click on “Untitled document” at the top-left corner and give your document a name. **Step-4:** Start Typing: Use the toolbar to format text, insert images, tables, links, etc. **Step-5:** Sharing a Google Document, Click the Share Button, located in the top-right corner of the document, Set Access Permissions: In the sharing dialog, enter the email addresses of people you want to share with: Choose their access level: Viewer: Can only view,

Commenter: Can view and comment, Editor: Can edit the document. Click Send: They will receive an email with a link to the document. Or Create a Shareable Link: Click “Copy link” at the bottom of the sharing dialog. Under “Anyone with the link”, choose the access level. Share this link via email, chat, etc.

Process of Creating a Google Sheet:

Step-1: Creating a Google Sheet: Click <https://sheets.google.com> - Sign in with your Google account. **Step-2:** Create a New Sheet: Click on “+ Blank” (for a new spreadsheet) or choose a template. **Step-3:** Rename the Sheet: Click on “Untitled spreadsheet” at the top-left. Type a new name and press Enter. **Step-4:** Enter Data: Click on any cell and start typing. Use rows and columns like in Excel. Use formulas (like =SUM(A1:A5)), charts, filters, etc. **Step-5:** Sharing a Google Sheet: Click the “Share” Button: Located at the top-right corner of the sheet. Add People or Groups: Enter email addresses of people to share with. Choose their role: Viewer – can view only, Commenter – can view and comment, Editor – can make changes. Click “Send”: They’ll get a link in their email. Or Use a Shareable Link: Click “Copy link” at the bottom. Under “Anyone with the link”, choose: Viewer, Commenter, or Editor access. Share the link via WhatsApp, email, etc.

Photos:





Day-2 (10th June 2025):

Topic: MS-Word – Document creation, editing, formatting & printing options

Resource Person: Ms. T. Santhosha

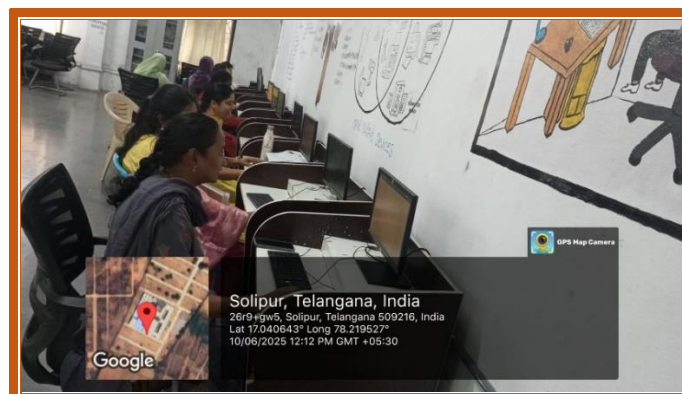
Steps for Creating a document in MS Word: **Step-1** Open MS Word, Click the Start Menu > Microsoft Word (or use a shortcut), Create a New Document: Choose “Blank Document” or select from templates, Save the Document: Go to File > Save As, choose a location, enter the file name, and select .docx format. **Step-2:** Editing the Document: Start typing in the document body, Use the Insert tab to add Tables, Pictures, Shapes, Header/Footer, Page Numbers, etc. Select text → Right-click → Copy/Cut → Place cursor → Paste. Use Ctrl + Z (Undo), Ctrl + Y (Redo).

Steps for Formatting the Document: **Step-1:** Go to Home > Font group: Change font type, size, color, bold, italic, underline. **Step-2:** Paragraph Formatting: Align text (left, center, right, justify). Line spacing and indentation. Use bullet points or numbering. **Step-3:** Page Layout: Go to Layout tab: Set margins, orientation (portrait/landscape), and paper size. Styles and Themes: Use Home > Styles to apply heading styles. Use Design tab to apply document themes.

Steps for Printing: **Step-1:** Go to File > Print or use shortcut Ctrl + P. Set Print Settings: Select printer, Set the number of copies, choose specific pages to print, Choose print layout: One page per sheet, double-sided, etc. **Step-2:** View how your document will look before printing, the document will be sent to the selected printer.

Photos:





Day-3 (11th June 2025):

Topic: Flyer Creation using AI Tools

Resource Person: Ms. T. Srilatha

Flyer Designing with PosterMyWall: Step 1: Open PosterMyWall: Open a browser and go to: <https://www.postermywall.com>, Sign up or log in using your email or Google account. Step 2: Choose a Template, Click on “Templates” > Choose “Flyers” or search by topic (e.g., event, sale, education), Select a flyer template that suits your purpose, Click “Customize Template” to start editing. Step 3: Customize Your Flyer, Use the online editor to personalize the flyer: Text Editing: Click on existing text to edit. Change font, color, size, alignment, etc. Add New Elements: Use the left toolbar to add: Text, Images (upload your own or use stock), Shapes, Clipart, Backgrounds, Videos (for digital flyers), Drag and Drop: Move and resize elements easily. Step 4: Preview Your Design: Click “Preview” to see how the flyer will look when downloaded or printed. Step 5: Download or Share - Click “Download”: Free download (with watermark), Paid option (no watermark, high-res), Or click “Share”: Share via link, email, or social media, Embed on a website or get a QR code.

Tools for Flyer Designing

- ❖ **Canva:** Features of Canva are: AI suggests layouts based on uploaded images/text, Magic Design auto-generates flyer designs, Drag-and-drop editor with thousands of templates.
- ❖ **PosterMyWall:** Features of Postermywall are: Smart templates that adapt to content, AI-enhanced search and design suggestions, Great for posters, flyers, and social media posts.
- ❖ **Adobe Express (formerly Spark):** Features of Adobe Express are: AI recommends fonts, colors, and layouts, One-click resize for various formats, Custom templates with brand style sync.
- ❖ **Designs.ai:** Features of Designs.ai are: AI generates flyer designs in seconds, Simply enter a theme or text, and it suggests layouts, Exports in print-ready formats.
- ❖ **Visme:** Features of Visme are: AI-assisted templates and smart content blocks, Good for professional reports, flyers, and infographics.
- ❖ **Fotor AI:** Features of Fotor AI are: AI one-click design generation, AI background remover and photo enhancer included.
- ❖ **Looka:** Features of Looka are: AI creates brand kits including flyer designs, Best for business branding needs.

Photos:



Day-4 (12th June 2025):

Topic: Online quiz creation and certificate generation

Resource Person: Ms. K. Srilakshmi

Procedure for Online Quiz Creation & Certificate Generation

Step 1: Create the Quiz (Using Google Forms) - Go to Google Forms: <https://forms.google.com>, **Start a New Form:** Click on “Blank Quiz” (or convert a form to a quiz via Settings > Make this a quiz). **Step-2: Add Quiz Details:** Enter title, description, and instructions. Add **Name, Email, and other required fields.**

Step-3: Add Questions: Use **multiple-choice, checkbox, dropdown**, etc, Set correct answers and point values for auto-grading.

Step-4: Quiz Settings: Enable “Collect email addresses” (important for certificate sending), Toggle “Release grade” immediately or later, Optional: **Limit to 1 response** or **Shuffle questions.**

Step-5: Preview and Test: Click the **eye icon** to preview and test before sharing

Step-6: Share the Quiz: Use **Send > Link** to copy the link or **email it** to participants.

Step 2: Auto-Grade Quiz (Optional): Responses are recorded in **Google Sheets.** Google Forms automatically grades MCQs if answer keys are set.

Step 3: Generate Certificates (Using Certify'em or Autocrat)

Option 1: Certify'em Add-on (Easiest)

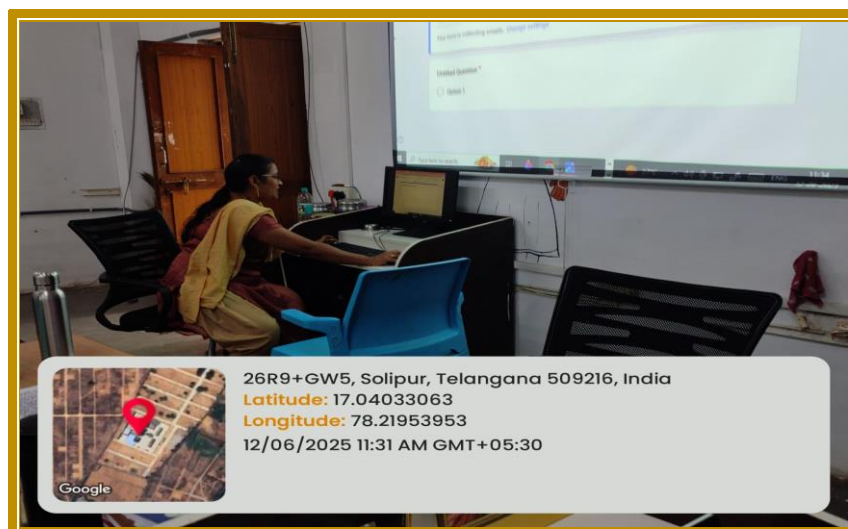
1. Install from: <https://gsuite.google.com/marketplace/app/certifyem/>
2. **Open Google Form > Click Add-ons (puzzle icon) > Certify'em > Show Sidebar**
3. **Choose a Certificate Template:**
 - Use the default or upload your own (from Google Slides).
4. **Configure Certify'em:**
 - Set the passing score.
 - Choose which field (Name, Email) to personalize the certificate.
5. **Enable Certify'em:**
 - Click “Start Certifying”.

Certificates will be **emailed automatically** to participants who pass.

Option 2: Autocrat Add-on (Customizable)

1. Install Autocrat from Google Workspace Marketplace.
2. **Open the Response Sheet > Click Extensions > Autocrat > Launch**
3. **Prepare Certificate Template:**
 - Create a Google Slide with placeholders like <<Name>>, <<Score>>.
4. **Configure Merge Job:**
 - Choose the response sheet as the data source.
 - Map columns to placeholders.
 - Choose email delivery and PDF output.
5. **Run Autocrat Job:**
 - It will auto-generate personalized certificates and send them.

Photos:



Day-5 (13th June 2025):

Topic: Creation of meeting links using GMeet, Zoom and Webex

Resource Person: Ms. S. J. Sowjanya and Ms. K. Srilakshmi

Procedure for creating meeting with Google Meet:

Click New meeting, Select Start an instant meeting, A meeting link will be generated; click Copy joining info to share it, Schedule via Google Calendar, Open Google Calendar, Click Create and enter event details, Click Add Google Meet video conferencing, Add guests and click Save, Guests will receive an email with the meeting link, Option 3: Create a Reusable Link, Start an instant meeting as above, Copy the meeting link and save it for future use.

Procedure for creating meeting with Zoom:

Start an Instant Meeting, Open the Zoom desktop or mobile app, Click New Meeting, Once the meeting starts, click Participants, then Invite, Click Copy Invite Link to share, Schedule a Meeting, Open the Zoom app and click Schedule, Enter meeting details and click Save, Click Copy Invitation to share the meeting link, Option 3: Create a Permanent Meeting Link, Sign in to the Zoom web portal, Navigate to Meetings > Schedule a Meeting, Set the meeting to Recurring with No Fixed Time, Click Save and share the generated link.

Procedure for Creating meeting with Cisco Webex

Schedule a Meeting, Sign in to the Webex site, Click Schedule a meeting, Enter meeting details, including date, time, and attendees, Choose between a one-time link or your Personal Room link, Click Schedule; attendees will receive an email with the link, Option 2: Use Personal Room, Sign in to Webex and go to Meetings, Click Start a meeting to launch your Personal Room, Share your Personal Room link with participants.

Photos:

