



JNIESTRT'S
SMT. INDIRA GANDHI COLLEGE OF ENGINEERING
GHANSOLI, NAVI MUMBAI – 400 701
Accredited "A" Grade by NAAC
(Approved by AICTE New Delhi & Govt. of Maharashtra, Affiliated to
University of Mumbai)
2023-24
FE Department

Activity Title	Technical Session
Date	22nd November, 2023
Mode	Offline
Venue	Seminar Hall
Duration	2 Hours
Event Organized by	Smt. Indira Gandhi College of Engineering, Ghansoli
Speaker / Tutor	Dr. Umakant Gohatre
Attended By	Students of Smt. Indira Gandhi College of Engineering
Topics:	Computer Software/Skills
Rules:	<ol style="list-style-type: none">1. Maintain Discipline2. Implement the code in the computers provided.3. Maintain 60% attendance to get a Certificate of Attendance.4. Submit the task to get a Letter of Recommendation.
Summary:	<p>The objective of the session was to enhance participants' proficiency in fundamental computer skills, equipping them with the necessary tools to navigate the digital landscape effectively. The agenda of the session was to:</p> <ol style="list-style-type: none">1. Introduction to Basic Computer Hardware: The session commenced with an overview of basic computer hardware components, including the central processing unit (CPU), memory (RAM), storage devices (HDD/SSD), and input/output peripherals. Participants gained insights into the functionalities of these components and their roles in a computer system.2. Operating System Fundamentals: The focus then shifted to operating systems, with an emphasis on popular ones such as Windows, macOS, and Linux. Participants learned about the essential features, file management, and customization options within each operating system, fostering a solid foundation for efficient navigation.3. File Management and Organization: A significant portion of the session was dedicated to file management techniques. Topics covered included creating, deleting, copying, and moving files and folders. Participants also learned about

	<p>organizing files, creating a logical folder structure, and utilizing search functions for quick retrieval.</p> <p>4. Introduction to Software Applications: The session provided an overview of common software applications, including word processors, spreadsheets, and presentation tools. Participants gained hands-on experience in using applications like Microsoft Office or Google Workspace, with a focus on creating and editing documents, spreadsheets, and presentations.</p> <p>5. Internet Navigation and Safety: A crucial aspect of computer skills is internet usage. The session covered basic web navigation, search engine usage, and online safety practices. Participants learned about secure browsing, recognizing phishing attempts, and the importance of strong passwords.</p> <p>6. Introduction to Email and Communication Tools: The importance of effective communication in the digital age was highlighted through an introduction to email platforms and communication tools. Participants learned how to create and manage email accounts, compose professional emails, and use collaboration tools for efficient teamwork.</p> <p>7. Troubleshooting Basics: The session concluded with a brief overview of troubleshooting techniques. Participants were introduced to common computer issues and learned how to identify and address them. This included basic troubleshooting steps for hardware, software, and connectivity problems.</p>
<p>Feedback</p>	<p>The technical session on essential computer skills successfully equipped participants with a foundational understanding of key concepts. By focusing on hardware, operating systems, file management, software applications, internet usage, communication tools, and troubleshooting, participants gained practical knowledge to enhance their computer proficiency. The session aimed to empower individuals with the skills necessary for personal, academic, and professional success in an increasingly digital world</p>
<p>Photos:</p>	 <p>The first photograph shows a group of students sitting on chairs in a well-lit hall, facing towards the front. The second photograph shows a larger group of students seated in a similar setting, with a person standing at the front, possibly addressing the group.</p>

(Teacher In charge)

Head of Department

Principal

Dr.Preeti Kaushal

Dr.Sandhya Mathur

Dr. Sunil Chavan.