BHARATI VIDYAPEETH UNIVERSITY INSTITUTE OF MANAGEMENT AND RESEARCH, NEW DELHI

STAFF DEVELOPMENT PROGRAMME ON

SOFT SKILLS (22 & 23 JUNE 2015)

Two days Staff Development Programme for the non-teaching staff was organized in BVIMR for the first time.The staff was trained on basics of computer which includes:

- MS-Word
    - Introduction to ms word, menus, shortcuts.
    - Opening files-new, existing, saving files.
    - Editing text documents: inserting, deleting, cut, copy, paste, undo .redo, find, search, replace.
    - Formatting documents-setting font styles.
    - Font selection-style, size, color etc.
    - Type face-bold italic, underline, highlighting.
    - Setting paragraph style-alignments, bullets& numbering.
    - Creating tables
    - Tools-spell check, deletion, table setting
    - Letter writing
    - Preparation of CV
- Internet/ Emailing

    - Creation of email account
    - Emailing
    - Attaching the file, downloading the file
    - Google drive
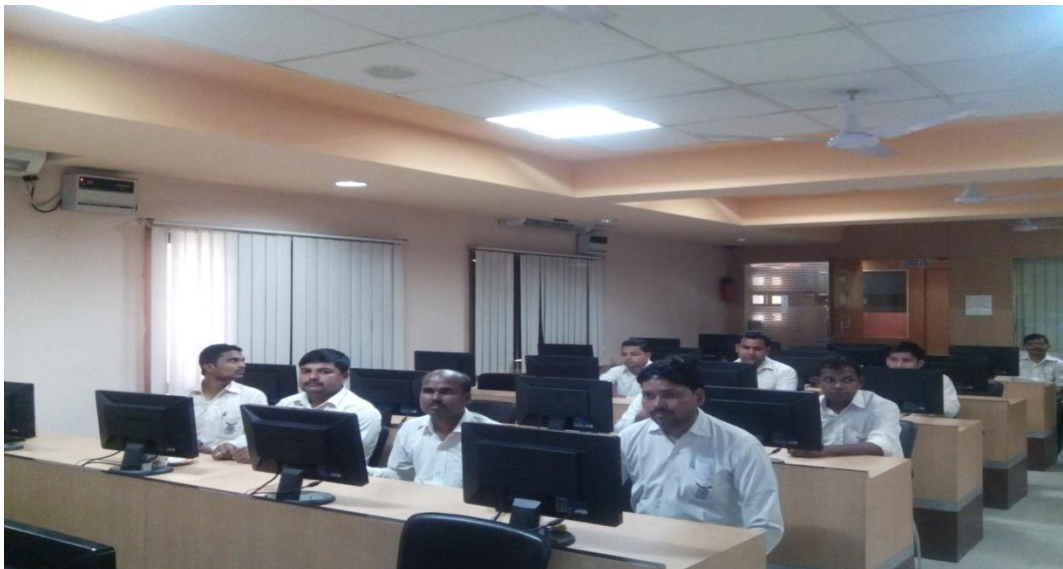
TRAINING IN PROGRESS

GROUP PHOTOGRAPH AFTER 2 DAYS TRAINING SESSION WITH DIRECTOR BVIMR
DR VIKAS NATH, FACULTY MEMBERS AND NON TEACHING STAFF.

Event Coordinators - Dr AK Srivastava & Ms Minakshi Sati