



Gujarat Technological University

(Accredited with A+ Grade by NAAC)

Graduate School of Management Studies

Report on “An Expert Session on Computer Skills”

1) Title of Event: Computer Skills

2) Type of Event: Expert Session

3) Date, Time, and Venue of the Event:

Date: 25th October 2023, Wednesday

Time: 11 AM to 1 PM

Venue: Acharya Chanakya Hall, GSMS

4) Description of Event:

This event was a tremendous success, offering attendees a comprehensive exploration of essential computer skills in today’s digital landscape. During the session, Dr. Labana, a distinguished expert in the field, guided participants through a range of topics. The interactive session provided hands-on activities and valuable insights, creating a conducive environment for learning and skill development.

Participants learned features of Excel, formulas, and automation. This session empowered them to streamline data processes and make informed decisions using Excel’s powerful capabilities. In PowerPoint, they explore presentation techniques, animation, and slide design. For word file, students explore document formatting, styles, and collaborative editing. Participants gained insights into creating professional documents efficiently and enhancing collaborative projects. The session also touch on integrating these tools for seamless workflow and productivity. Practical exercises were done



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to reinforce skills, ensuring participants gain proficiency in leveraging these applications effectively.

5) Name of Expert:

Dr. Dileep Labana

Lecturer, R. C. Technical Institute, Ahmedabad

6) Number of Participants:

The workshop was organized for the first semester students of BBA batch 2023-26. The total enrolled students of the batch are 72.

7) Photograph of the Event:





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8) Flyer of the Event:

Graduate School of Management Studies (GSMS)
Gujarat Technological University (GTU)
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Expert Session
on
Computer Skills

Eminent Speaker
Dr. Dileep Labana
Lecturer
R.C Technical Institute

Date: 25/10/2023, Wednesday
Time: 11:00 AM to 1:00 PM
Venue: Acharya Chanakya Hall, GSMS

Invitee
Dr. Pankajray Patel
Director - GSMS

Coordinator
Mr. Rajan Modha
Asst. Prof. - GSMS

Locate us @ : GSMS, Academic Block-4, GTU Campus, Visat Gandhinagar Highway, Chandkheda, Ahmedabad Gujarat

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9) Feedback of the Event:

- Participants acquired valuable insights into the dynamic nature of computer skills, emphasizing the need for adaptability in today's rapidly evolving digital landscape.



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- The workshop underscored the significance of collaboration and leveraging expertise in the realm of computer skills, highlighting the pivotal role of networking for professional advancement.
- The Expert Session provided a deep dive into various facets of computer skills, spanning emerging technologies to practical applications across diverse industries, offering participants a holistic understanding of the subject matter.

Report Prepared by:

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Report Edited by:

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