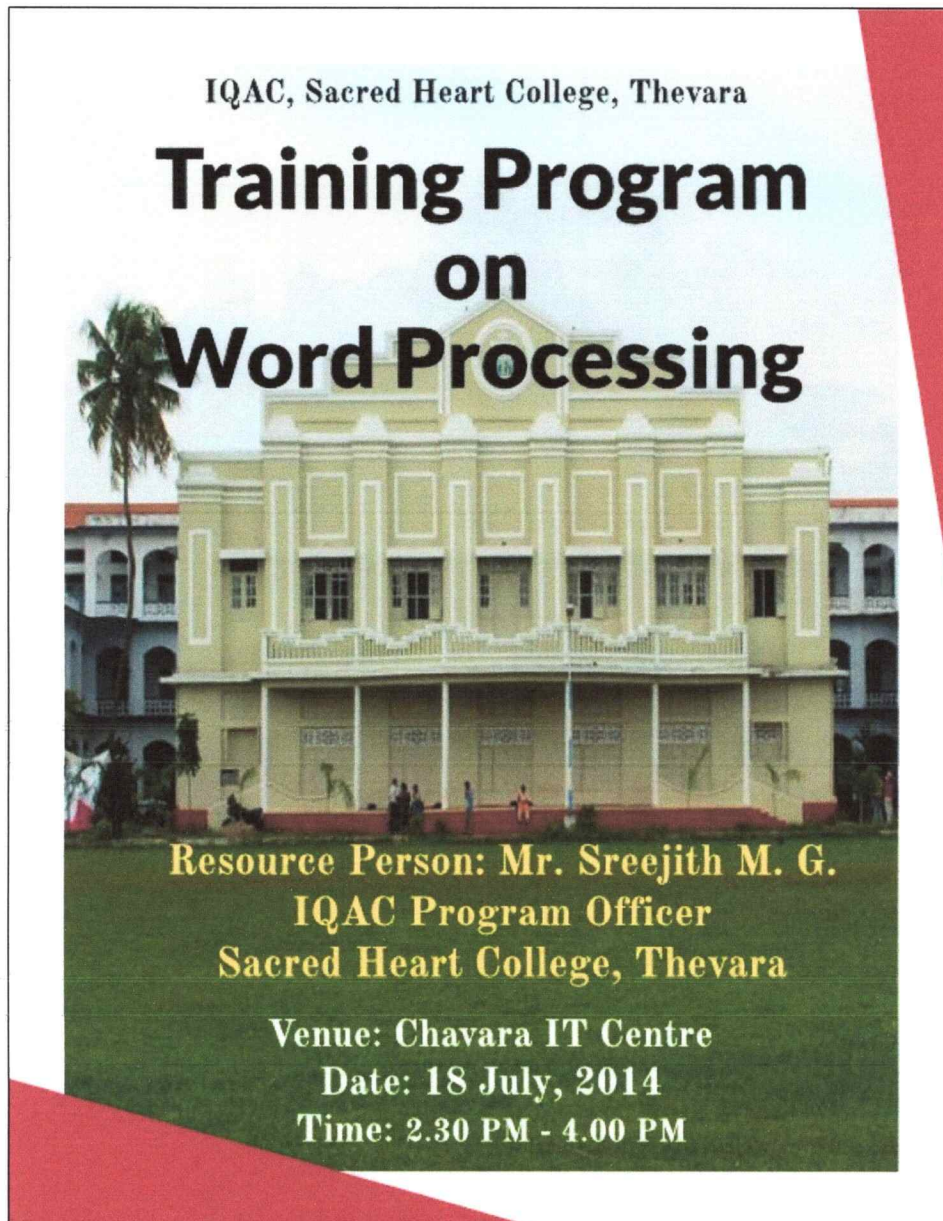


SACRED HEART COLLEGE, THEVARA

Training Programme on Word Processing

Date: 18th July, 2014

Time: 2.30 pm to 4.00 pm



IQAC, Sacred Heart College, Thevara

**Training Program
on
Word Processing**

Resource Person: Mr. Sreejith M. G.
IQAC Program Officer
Sacred Heart College, Thevara

Venue: Chavara IT Centre
Date: 18 July, 2014
Time: 2.30 PM - 4.00 PM

REPORT

Word processor is a software program capable of creating, editing storing, and printing typed documents. Today, the word processor is one of the most frequently used software programs on a computer, because of its versatility in creating a document, with Microsoft Word being the most popular word processor. In view of this IQAC of Sacred Heart College, Thevara organized a training programme on word processing for the administrative staffs of the college.

The program started with a silent prayer. Dr. Joseph T Moolayil, IQAC co-ordinator of Sacred Heart College, Thevara welcomed the participants and the resource person. The technical session was handled by Mr. Sreejith M. G., IQAC Programme officer, Sacred Heart College, Thevara.

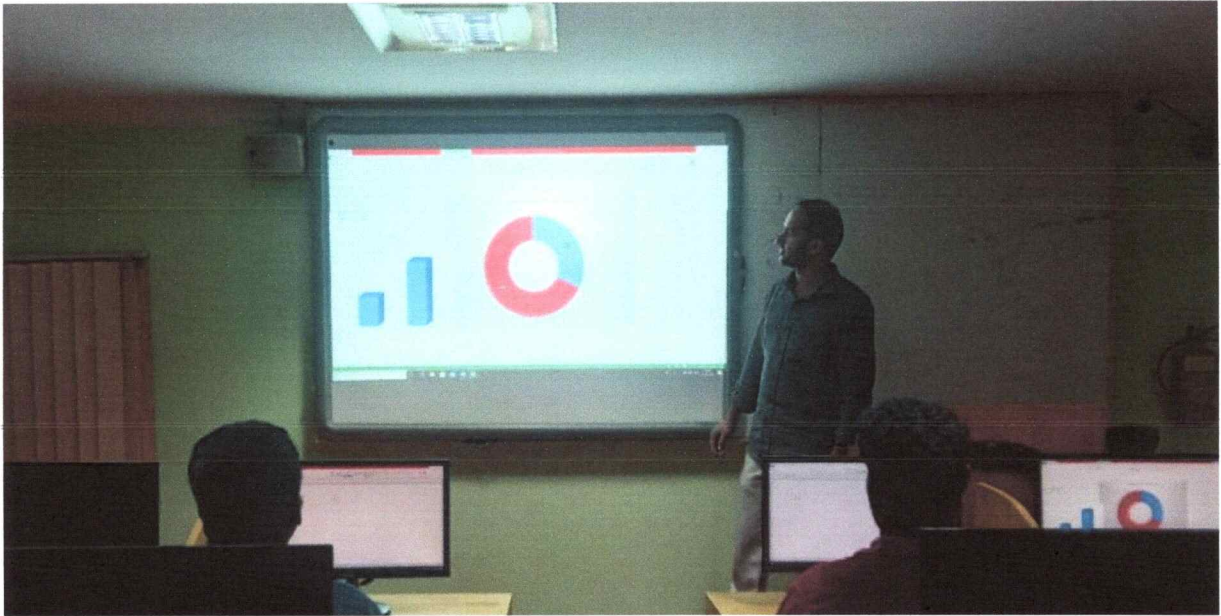
Technical Session

In the technical session Mr. Sreejith explained about the various existing word processing software such as google docs, Microsoft word pad etc. He then gave a detailed tutorial on the widely used word processing software 'Microsoft Word'. He explained the various components, features and advantages of Microsoft word processing software and urged the participants to explore the various applications in the software. He also pointed that by using word processing software it would not only help the storage of text in the computer which would reduce the space consumption but also we can protect the documents by setting passwords for the documents which would prevent unauthorized persons from viewing the documents.

12 Non-teaching staff participated in the training programme.

In the concluding session Mr. V. A. Jose, Superintendent, proposed vote of thanks to the resource person and the organizing committee.

PHOTO:



Sreejith M. G. demonstrating Word Processing (18/07/2014)

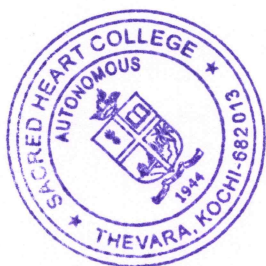
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA

Training Programme on Word Processing

18 July 2014

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr.Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. K. J. Lukose
9.	Mr. Jose Mathew
10.	Sr. Marykutty Joseph
11.	Mr. V. A Jose
12.	Mrs. Simla K V



John
Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013