

## **A Report on Workshop:**

### ***“Digital Literacy Program for Admin Staff”***

**(Organized by the Department of Computer Science, Mount Carmel College)**

**Resource Person: Dr. Bavithra**

#### **Objective:**

The digital literacy program for administrative staff, facilitated by Dr. Bavithra, focused on enhancing proficiency in Microsoft Excel and PowerPoint. The primary goal was to empower admin staff with advanced skills in spreadsheet management and presentation design, enabling them to streamline tasks and communicate effectively.

#### **Agenda:**

##### **Introduction to Digital Literacy in Administration:**

Dr. Bavithra commenced the workshop by emphasizing the relevance of digital literacy in the administrative context. The participants were introduced to the pivotal role of Microsoft Excel and PowerPoint in their daily tasks.

##### **Microsoft Excel Mastery:**

The session on Microsoft Excel covered fundamental and advanced features. Dr. Bavithra provided insights into data entry, formatting, formulas, and data analysis. Practical exercises allowed participants to apply these skills to real-world scenarios commonly encountered in administrative roles.

##### **Efficient Data Management:**

Participants were guided on how to organize and manage data effectively using Excel. Dr. Bavithra demonstrated techniques for sorting, filtering, and creating tables, enabling admin staff to handle large datasets with ease.

##### **Advanced Excel Functions:**

The workshop delved into advanced Excel functions such as VLOOKUP, PivotTables, and conditional formatting. Dr. Bavithra elucidated how these functions can significantly enhance data analysis and reporting capabilities.

##### **Microsoft PowerPoint Proficiency:**

The session on Microsoft PowerPoint focused on creating impactful presentations. Participants learned about slide design, layout customization, and effective use of multimedia elements. Dr. Bavithra shared best practices for maintaining a professional and engaging presentation style.

An interactive Q&A session allowed participants to seek clarification on any aspects of Excel or PowerPoint. Dr. Bavithra addressed queries and shared additional tips and tricks to optimize workflow efficiency.

Dr. Bavithra's Digital Literacy Program for admin staff proved to be a valuable investment in the professional development of the participants. The hands-on approach and practical exercises equipped admin staff with the skills necessary to navigate Excel and PowerPoint proficiently, contributing to increased efficiency and effectiveness in their administrative roles.