



Seth G.B. Podar College Nawalgarh

Department of Botany

Workshop

on

**“Computer Application: Uses of Internet,
Communication, MS Words and MS Excel”**



August 19th, 2022

ORGANISED BY

**Department of Botany, Seth G. B. Podar College,
Nawalgarh, Rajasthan**

**Affiliated to Pandit Deendayal Upadhyaya Shekhawati
University, Sikar (Rajasthan)**

Index

1. Permission

2. Notice

3. Objectives

4. Course Content

5. Report

6. Photos

7. Media Coverage



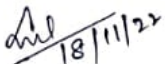
SETH GYANIRAM BANSIDHAR PODAR COLLEGE


Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date 18/11/22

Notice

All the students of P.G. and U.G. are hereby informed that department of Botany is organizing a workshop cum training session on “**Computer Application: Uses of Internet Communication, MS Word and MS Excel**” form 19-21 November for the students of P.G. and U.G with the collaboration of department of Zoology. Presence of all students if P.G. classes is mandatory for the workshop


18/11/22
Dr. Satyendra Singh
(Principal)


18/11
Dr. Ravindra Goswami
(Workshop Coordinator)
Head, Department of Botany
Seth G.B. Podar College
Nawalgarh, Rajasthan



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042 (Raj.)

Date: 16/11/22

To

The Principal

Seth G. B. Podar College

Nawalgarh, Rajasthan

Through IQAC

Subject: Permission for Organizing a workshop "Computer Application: Uses of MS Word and Excel"

Respected Sir,

With due regards I wish to state that, department of Botany like to organized a workshop cum training session on "Computer Application: Uses of Internet Communication, MS Word and MS Excel" form 19-21 November for the students of P.G. and U.G with the collaboration of department of Zoology.

Kindly allow for the same

Thanking you

Your Sincerely'


Dr. Ravindra Goswami
Head
Department of Botany
Seth G. B. Podar College
Nawalgarh, Rajasthan


16/11/22

Permitted


16/11/22

Principal
Seth G.B. Podar College
Nawalgarh - 333042

Copy to:

1. Principal, Seth G. B. Podar College, Nawalgarh Rajasthan
2. IQAC

Objectives

- To develop the knowledge of Computer
- To Aware why Computer is necessary
- How Computer is helpful for the Communication
- To learn Characteristics of Computer working
- Learn how computer can help in study
- Communication through Computer
- MS World
- MS Excel

Course Content

- Knowledge of Computer
- Importance of Computer
- Types of Computers
- To learn Characteristics of Computer working
- Learn how computer can help in study
- Communication through Computer
- MS World
- MS Excel
- Email

REPORT

Department of Botany, Seth Gyaniram Bansidhar Podar College organized a workshop for the students of M.Sc. Previous and Final. In the program total 122 students participated and know about the computer and its important. The program was started with the inaugural speech by Dr. Satyendra Singh, Principal Seth Gyaniram Bansidhar Podar College, in his speech he concluded with the importance of Computer in Daily life and study. After this Dr. Ravindra Goswami, Head Department of Botany gave his lecture on Computer and its importance. Computer applications are programs that run on a computer, typically those that are intended for end users. These can include word processors, media players, and accounting software. Applications can also be considered as a collective noun. Here are a few examples of different applications. In this article, we'll look at three of the most common types: video games, word processors, and accounting software. In addition, let's talk about the difference between application programs and software.

Mr. Mahala explain about computer, computer application is a piece of software that enables a user to perform specific tasks. Usually, it is designed to help the end user perform specific tasks. This includes software for accounting, photo editing, and mobile devices. In other words, an application is a software product that is specifically designed for a particular purpose. It is often based on the operating system. A software application is a software product.

Dr. Bohra taught the students how to work in MS Word and MS Excel and how to generate emails and the communication skills and all the participants learn and enjoyed the process.

In the list of guest Dr. Satyendra Singh, Dr. Vinod Saini and Dr. Dau Lal Bohra was present with Ms. Shyama Didwania and Ms. Suman Saini. The program ended with the vote of thanks given by Ms. Suman Saini, Department of Botany.

NOTES OF THE SESSION:

A computer is a digital electronic machine that can be programmed to carry out sequences of arithmetic or logical operations (computation) automatically. Modern computers can perform generic sets of operations known as programs. These programs enable computers to perform a wide range of tasks. A computer system is a nominally complete computer that includes the hardware, operating system (main software), and peripheral equipment needed and used for full operation. This term may also refer to a group of computers that are linked and function together, such as a computer network or computer cluster.

A broad range of industrial and consumer products use computers as control systems. Simple special-purpose devices like microwave ovens and remote controls are included, as are factory devices like industrial robots and computer-aided design, as well as general-purpose devices like personal computers and mobile devices like smartphones. Computers power the Internet, which links billions of other computers and users.

MS Word

Since MS Word is one of the most used programs of the Office Suite, some basic information regarding its creation and development has been given below:

- Charles Simonyi, a developer and Richard Brodie, a software engineer, were the two creators of MS Word
- This program was initially named “Multi-Tool Word” but later, was renamed as MS Word
- It was introduced in 1983
- Word for Windows is available standalone or as a part of MS Office suite
- MS Word for Mac was introduced by Microsoft as Word 1.0 in 1985
- The extension for any word file is “.doc or .docx.”

MS EXCEL

MS Excel is a commercial spreadsheet application that is produced and distributed by Microsoft for Microsoft Windows and Mac OS operating systems. It features the ability to perform basic calculations, use graphing tools, create pivot tables and create macros, among other useful features.

Email and Communication

Email (or e-mail) communication can be defined as the exchange of short informational messages between at least two people over a computer network. These messages containing plain text, images or document attachments are delivered through email web-based services like Gmail, Outlook, or Yahoo.

Electronic mail, commonly shortened to “email,” is a communication method that uses electronic devices to deliver messages across computer networks. "Email" refers to both the delivery system and individual messages that are sent and received.

Email has existed in some form since the 1970s, when programmer Ray Tomlinson created a way to transmit messages between computer systems on the Advanced Research Projects Agency Network (ARPANET). Modern forms of email became available for widespread public use with the development of email client software (e.g. Outlook) and web browsers, the latter of which enables users to send and receive messages over the Internet using web-

What are the parts of an email?

An individual email is made up of three primary components: the SMTP envelope, the header, and the body.

SMTP envelope

The SMTP “envelope” is the data communicated between servers during the email delivery process. It consists of the sender’s email address and the recipient’s email address. This envelope data tells the mail server where to send the message, just as a mail carrier references the address on an envelope in order to deliver a letter to the correct location. During the email delivery process, this envelope is discarded and replaced every time the email is transferred to a different server.

Header

Like the SMTP envelope, the email header provides critical information about the sender and recipient. Most of the time, the header matches the information provided in the SMTP envelope, but this may not always be the case. For instance, a scammer may disguise the source of a message by using a legitimate email address in the header of an email. Because the recipient only sees the header and body of an email — not the envelope data — they may not know the message is malicious.

The header may also contain a number of optional fields that allow the recipient to reply to, forward, categorize, archive, or delete the email. Other header fields include the following:

- The **'Date'** field contains the date the email is sent. This is a mandatory header field.
- The **'From'** field contains the email address of the sender. If the email address is associated with a display name, that may be shown in this field as well. This is also a mandatory header field.
- The **'To'** field contains the email address of the recipient. If the email address is associated with a display name, that may be shown in this field as well.
- The **'Subject'** field contains any contextual information about the message the sender wants to include. It is displayed as a separate line above the body of an email.
- The **'Cc' (carbon copy)** field allows the sender to send a copy of the email to additional recipients. The recipients marked in the 'To' field can see the email address(es) listed in the 'Cc' field.
- The **'Bcc' (blind carbon copy)** field allows the sender to send a copy of the email to additional recipients. The recipients marked in the 'To' field cannot see the email address(es) listed in the 'Bcc' field.

Body

The body of an email contains any information the sender wishes to send: text, images, links, videos, and/or other file attachments, provided that they do not exceed the email client's size restrictions. Alternatively, an email can be sent without any information in the body field.

Depending on the options provided by the email client, the body of an email can be formatted in plain text or HTML. Plain text emails do not contain any special formatting (like non-black font colors) or multimedia (like images). They are compatible with all devices and email clients. HTML emails *do* allow formatting and multimedia within the

body field, though some HTML elements may get flagged as spam by email filtering systems or may not display properly on incompatible devices or clients.

What is an email client?

An email client is a software program or web application* that enables users to send, receive, and store emails. Popular email clients include Outlook, Gmail, and Apple Mail. Software- and web-based email clients each have advantages and disadvantages. Desktop email clients often come with more robust security capabilities, streamline email management across multiple accounts, provide offline access, and allow users to back up emails to their computers. By contrast, web-based clients are usually cheaper and easier to access — since users can log in to their account from any web browser — but are reliant on an Internet connection and can be more susceptible to cyber attacks.

**Originally, 'email' referred to desktop email clients and 'webmail' referred to web-based email clients. Today, the term 'email' encompasses both systems.*

What is an email address?

An email address is a unique string of characters that identifies an email account, or 'mailbox,' where messages can be sent and received. Email addresses are formatted in three distinct parts: a local-part, an "@" symbol, and a domain.

For example, in the email address **employee@example.com**, "employee" denotes the local-part and "example.com" denotes the domain.

based email clients (e.g. Gmail).

GLIMPSES OF THE SEMINAR



Participants working on Computer and learning MS WORD and MS EXCEL



Participants working on Computer and learning Email Communication



Participants working on Computer and Sending Email and response of Coming emails



Participants during Session

MEDIA COVERAGE

पोदार कॉलेज में कंप्यूटर कार्यशाला का शुभारम्भ

न्यूज सर्विस/नवज्योति, नवलगढ़। दी आनन्दीलाल पोदार ट्रस्ट द्वारा संचालित सेठ ज्ञानीराम बंशीधर पोदार कॉलेज के वनस्पति विज्ञान विभाग द्वारा जन्तु विज्ञान विभाग के सहयोग से कॉलेज के छात्रों के लिए 19 तथा 20 नवम्बर को कम्प्यूटर अनुप्रयोग इंटरनेट संचार, एम.एस वर्ड और एम.एस एक्सेल के उपयोग पर एक कार्यशाला का



प्रशिक्षण सत्र की शुरुआत की। उद्घाटन सत्र में प्राचार्य डॉ. सत्येन्द्र सिंह ने वर्तमान समय में कम्प्यूटर के महत्त्व को समझाया इसके साथ ही डॉ. रामगोपाल शर्मा, सलाहकार आनन्दीलाल पोदार ट्रस्ट राजस्थान ने अपने अध्यक्षीय भाषण में समय समय पर इस तरह की कार्यशाला के महत्त्व को समझाया। पहले सत्र में वनस्पति विज्ञान विभाग के प्रमुख डॉ. रविन्द्र गोस्वामी ने कम्प्यूटर के महत्त्व के बारे में बताया और अभ्यास सत्र

में छात्रों ने एमएस वर्ड और ई-मेल के विकल्पों का उपयोग करना सीखा इसके साथ ही उन्होंने ई-लाइब्रेरी एवं कम्प्यूटर सिस्टम को संचालित

करना और इंटरनेट से ई-सामग्री खोजना भी सीखा। समारोह में सलाहकार डॉ. रामगोपाल शर्मा, प्राचार्य डॉ. सत्येन्द्र सिंह, उप प्राचार्य डॉ. विनोद कुमार सैनी तथा विभाग के व्याख्याता उपस्थित रहे। दी आनन्दीलाल पोदार ट्रस्ट के चेयरमैन राजीव के. पोदार ए ट्रस्टी वेदिका पोदार, अधिशासी निदेशक एमडी शानभाग व सीओओ प्रतीक प्राशर ने इस कार्यशाला पर सभी को शुभकामनाएं प्रेषित की।