



*Mula Education Society's*

**Arts, Commerce and Science College, Sonai**

**Department of BBA (C.A.)**

**Three-Day Workshop of Handling Computer and Internet Awareness to Administrative Staff of College of Pharmacy, Sonai**

**Venue:** College of Pharmacy, Sonai

**Date-** 04/04/2018

**Time:** 02.00 to 05.00pm

Three Day Workshop of Handling Computer and Internet Awareness to Administrative Staff was organized on 04<sup>th</sup> Apr to 06<sup>th</sup> April 2018 at 02:00 pm at College of Pharmacy, Sonai, Tal-Newasa, Dist:-Ahmednagar. It was started at 02.00 pm at seminar hall.

**Mr .Dunde A.S.** and **Mr. Sayyad B.N.** guided Administrative Staff (College of Pharmacy, Sonai). The guidance consisted of points such as creation of email address, Introduction to Ms-Word, Ms-Excl, Ms-PowerPoint Techniques & shortcut keys.

In this Workshop of about 20 Administrative Staff member of College of Pharmacy, Sonai were participated. For this Workshop Mr .Dunde A.S. & Mr. Sayyad B.N. worked as a In charge BBA(C.A.) Dr. Laware S.L. (Principal, Arts, Commerce and Science College, Sonai) a valid him valuable guidance.

