Spoken Tutorials

BHARATI COLLEGE

One Week Online

FACULTY DEVELOPMENT PROGRAMME

on

LibreOffice Suite Calc 6.3

organized by

Bharati College

August 02, 2021 - August 08, **2021**

in collaboration with

Spoken Tutorial
IIT Bombay

(An initiative of National Mission on Education through ICT, MoE, Govt. of India)

Bharati College

University of Delhi

C-4, Dada Satram Mamtani Marg
Janakpuri, New Delhi, Delhi- 110058
website : www.bharaticollege.ac.in

For further queries, write us at:
fdpbharaticollege@gmail.com

About Spoken Tutorial

Spoken Tutorial is a multi-award-winning educational content portal. Here one can learn various Free and Open-Source Software all by oneself. Spoken Tutorial Forums is a friendly online discussion forum. Forums is very easy to use, even for computer newbies.

The Spoken Tutorial Project is funded by the National Mission on Education through Information and Communication Technology, Ministry of Education, Government of India

Who can Participate

(**Exclusively for Bharati College Staff**)

- Faculty Members (Permanent/Adhoc/ Temporary/Guest)

- Administrative staffs and Account staff .

About Bharati College

Bharati College, a well-known women's colleges in West Delhi, is a constituent college of the University of Delhi. It is located in a serene and scenic campus and caters to about 2000 students, offering instruction in eleven disciplines including Commerce, Humanities and allied disciplines of Social Sciences. Students can opt for Honours courses among the listed subjects. College also offers a Master's degree course in Hindi. Besides their academic commitments, students are encouraged to participate in the co-curricular activities at the college and department level. College boasts of premium-quality infrastructure which includes a fully digitized library, three computer labs, classrooms equipped with the latest technology and a sizeable playground. Apart from academics, the College also excels in extra-curricular activities and runs various societies like Chintan —debating society, Chilman-dramatics society, Eco-club, Manthan—street play society, Gandhi Study Circle, etc. for the holistic development of students. The College has a Counselling Centre, where students in distress are healed. Over four decades, the College has collaborated with premier institutions across the country like Indian Institute of Journalism and New Media, Humsafar Trust, Delhi Police, IIT Bombay etc. The College provides a friendly nurturing environment that encourages faculties to grow both professionally and personally.

About the Programme

LibreOffice is a powerful free and open source personal productivity suite for Windows, Macintosh and Linux.

It gives six feature rich applications for all sorts of document production and data processing needs: Writer, Calc, Impress, Draw, Math and Base.

These tools are developed and supported by a large, dedicated community of users, contributors and developers.

LibreOffice Calc 6.3 is the spreadsheet managemant tool of LibreOffice Suite. It helps in managing the numbers and data efficiently. One can easily analyze data with calc and then use it to present their output.

A fully-integrated help system makes is easier to work on complex formulae.

Registration Details

Interested participants are requested to follow the steps mentioned below in order to register for the FDP:

REGISTRATION FEE

- **There is no registration fee for this FDP .**

- Pre-registration to the programme is through **online** mode only.

  Registration link

- https://forms.gle/ZE9bMuB4c6FAMjA89

- The **last date** for registration is **August 01, 2021.**
- Attendance norms are strict. Participants are required to clear the assessment component for getting the **e-certificates**.

FDP Guidelines

- The participants should have a laptop/computer with a sound internet connection facility;
- Recorded Video lectures and assignments will be given to participants;
- Quiz/Assignment/ Project work will be given at the end of every session;
- After successful completion of this FDP and exam, e-certificates from Spoken Tutorial Project, IIT Bombay will be provided.

Programme Outcome

At the end of the program the participants will be able to understand, what a spreadsheet is and where a spreadsheet might come in useful for classroom and office management.

At the end of the program, participants will learn the following:
- Financial, Statistical, Mathematical and What-if analysis;
- Able to generate 2D and 3D charts, which can be integrated into other LibreOffice documents;
- Able to use different formulae to sort/manipulate data; Setting
- up a target sheet/document;
- Hyperlink to a website and navigate between sheets/ documents using hyperlink;
- Create, edit and formatting the different chart formats including data series and range series;

Organizing Team

Patron: **Prof. Rekha Sapra**
                                      Officiating Principal
                           Bharati College, University of Delhi

Convenor: **Dr. Mala Rani**
                                      Associate Professor
                           Bharati College, University of Delhi

Co-convenor: **Dr. Ankit Gupta**
                                      Assistant Professor
                           Bharati College, University of Delhi