



Bharati College

University of Delhi

C-4, Dada Satram Mamtani Marg Janakpuri,
New Delhi, Delhi- 110058



Spoken Tutorials



One Week (Online) Interdisciplinary FACULTY DEVELOPMENT PROGRAMME (Covered under PMMMNMTT)

on

Libre Office Suite Calc 6.3

organized by

IQAC, Bharati College

October 09, 2023 - October 14, 2023

(03:00 PM – 06:00 PM)

in collaboration with

Spoken Tutorial IIT Bombay

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



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

- Faculty Members of any **DISCIPLINE** (Permanent/Adhoc/ Temporary/Guest)
- Research Scholars
- Corporate Professionals
- Administrative Staff and Accounts Staff.

About Bharati College

Bharati College, situated in West Delhi, is a distinguished women's institution and a constituent college of the prestigious University of Delhi. Nestled within a tranquil and picturesque campus, the college serves as an educational home to approximately 3,500 students, offering comprehensive academic programs across eleven disciplines in the Arts and Social Sciences. Notably, the college provides the option for students to pursue Honours courses in eight of these disciplines.

In addition to its academic pursuits, Bharati College actively encourages students to engage in co-curricular activities, including participation in the National Service Scheme (NSS), National Cadet Corps (NCC), and various sporting events.

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.

LibreOffice Calc 6.3 is the spreadsheet management tool of LibreOffice Suite which is very useful tool in organizing personal and professional needs. It helps in managing the numbers and data efficiently. One can easily analyze data with calc and then use it to present their output.

LibreOffice Calc 6.3, part of the LibreOffice Suite, is a powerful spreadsheet tool for efficiently managing and analyzing data. It offers extensive data manipulation features, advanced functions, and seamless integration with other LibreOffice applications, enabling users to create insightful reports and presentations effortlessly. Whether for personal or professional needs, Calc simplifies data organization and presentation, making it a valuable asset in various contexts.

Registration Details

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

- Participants are required to pay the registration fee of Rs. 100 (for **Bharati College Staff**) and Rs. 750 (for **others**) via NEFT/IMPS/UPI to the following account:

Account Name : **Bharati College, IQAC**

Bank : **Punjab National Bank, Bharati College, Delhi**

Account Number: **4952000100014129**

IFSC : **PUNB0495200**

Type of Account : **Saving**

- Pre-registration to the programme is through **online** mode only.
- Participants are required to fill the registration form using the following link (Please ensure that you have payment proof before filling up registration form):
<https://forms.gle/GaueWGohV8XNof959>
- The last date for registration is October 07, 2023.
- Participants will be informed by October 08, 2023.
- Attendance norms are strict. Participants are required to clear the assessment component for getting the e-certificate.

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.

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;
- Able to organize personal and professional needs;
- Create, edit and formatting the different chart formats including data series and range series;

Organizing Team

Patron:

Prof. Saloni Gupta

Principal
Bharati College University of Delhi

Convenor(s):

Prof. Rajni

(Coordinator, IQAC)
Bharati College

Prof. Mala Rani

(Coordinator, Short-term Courses)
Bharati College

Co-convenor:

Dr. Ankit Gupta

Assistant Professor,
Bharati College, University of Delhi
#91-9999379515