

NOTICE

As per discussion with our director Prof. Dr. Shilpa Bendale, a workshop of one week will be conducted at IMR for lady entrepreneurs in association with Saturday Club as a social activity.

The following faculties are hereby informed to conduct the sessions (time: 2 p.m. to 4 p.m.) as suggested in the attached schedule

Name	Signature
1. Prof. Rakesh Rane	
2. Prof. Pramod Ghogare	
3. Prof. Prakash Bari	
4. Prof. Amol Pande	
5. Prof. Samadhan Bundhe	
6. Prof. Ghanshyam Ramteke	
7. Prof. Rupali Sarode	
8. Prof. Dipali Kirange	

Day 1

Prof. Rakesh and Prof. Samadhan

10th July 2017, Monday

Windows Basics - Opening applications, opening, creating and saving folders, moving, copying, renaming folders and files, setting desktop properties, Understanding types of files, Introduction to internet

Day 2

Prof. Pramod and Prof. Ghanshyam

11th July 2017, Tuesday

Using **Internet**, creating email account, email - compose, inbox, spam, trash etc. functions, searching on internet for particular topic, download files, text and images, save downloads in other folders, use of pen drive

Day 3

Prof. Rupali and Prof. Dipali

12th July 2017, Wednesday

Social Networking - Opening account in social network site like Facebook, twitter etc. , setting profile picture, setting security to account, posting messages, images, comments etc.

Day 4

Prof. Amol and Prof. Prakash

13th July 2017, Thursday

Online transactions – online shopping, online payment, online banking, recharging mobiles, paying bills etc., online reservations

Day 5

Prof. Dipali and Prof. Rupali

14th July 2017, Friday

MS-Office - Introduction to MS-Office, Creating documents, basic formatting documents, Basics of MS-Excel, functions and charts

Day 6

Prof. Pramod and Prof. Rakesh

15th July 2018, Saturday

Mobile transactions – shopping, payment using mobile apps and Review session

Prof. Tanuja Fegade

Dr. Anupama Chaudhari