

PATRICIAN COLLEGE OF ARTS AND SCIENCE
Internal Quality Assurance Cell

Organizes

Seminar on Google Applications and Internet Basis

Date: 16/03/2023



The poster is for a seminar organized by the Internal Quality Assurance Cell (IQAC) of Patrician College of Arts and Science. It features the college's name at the top, followed by its affiliations: 'Affiliated to the University of Madras and Reaccredited 'A+' Grade by NAAC' and '4 Stars with Mentor Status by Innovation Cell, MoE, GoI'. The IQAC logo, a green shamrock, is centered. Below it, the text 'INTERNAL QUALITY ASSURANCE CELL' and 'oorganizes' are displayed. The main title of the seminar, 'Seminar on Google Applications and Internet Basis', is written in a large, stylized font. The date and time, 'Date: 16.03.2023 | Time: 10.05AM', are on the left, and the venue, 'Venue: Computer Lab', is on the right. At the bottom, four staff members are listed: Prof. Daniel Felix Chalke (Coordinator), Dr. Usha George (Principal), Dr. Fatima Vasanth (Academic Director), and Bro. Dr. A Stanislaus (Director & Secretary). The poster also includes portraits of two saints in circular frames on the left and right sides.

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Seminar on Google Applications and Internet Basis

Date: 16.03.2023 | Time: 10.05AM **Venue: Computer Lab**

Prof. Daniel Felix Chalke
Coordinator

Dr. Usha George
Principal

Dr. Fatima Vasanth
Academic Director

Bro. Dr. A Stanislaus
Director & Secretary

Programme Schedule

Prayer	Ms.Nithya Accounts Assistant
Welcome Address	Ms.Bronwen Joseph Secretary(Administrative Office)
Felicitation	Dr.Usha George Principal
Hands on Session	IQAC Team
Vote of Thanks	Ms. K.C.Saramma Secretary

Objective:

The seminar aimed to equip administrative staff with the necessary skills and knowledge to leverage the full potential of Google Sheets and Docs in their daily tasks. Specifically, the objectives included:

1. Introducing staff to the key features and functionalities of Google Sheets and Docs.
2. Demonstrating how collaborative editing can enhance teamwork and productivity.
3. Highlighting the importance of version history for document integrity and accountability.
4. Exploring the integration of Google Sheets and Docs with other Google Workspace apps.
5. Providing tips and tricks for customizing and formatting documents and spreadsheets.

Report:

The seminar, conducted on 16/03/2023 in Patrician College of Arts and Science, was attended by administrative staff members. The session began with an overview of Google Sheets and Docs, emphasizing their role as powerful cloud-based tools for creating, editing, and sharing documents, spreadsheets and internet basis

During the seminar, attendees were guided through practical demonstrations, covering the following topics:

1. Collaborative Editing: Participants learned how multiple users can simultaneously work on a document or spreadsheet, witnessing firsthand how real-time collaboration can streamline workflows and improve efficiency.
2. Version History: The importance of version history in tracking changes and maintaining document integrity was underscored. Attendees were shown how to access and utilize version history to revert to previous versions if necessary.
3. Integration with Other Tools: The seminar highlighted the seamless integration of Google Sheets and Docs with other Google Workspace apps, such as Google Drive, Gmail, and Google Calendar. Attendees gained insights into how these integrations can enhance productivity and communication within the administrative team.

4. Customization and Formatting: Practical tips and tricks were shared for customizing documents and spreadsheets to meet specific requirements. Attendees learned how to apply formatting, insert images and charts, and use templates effectively.

Feedback from participants was overwhelmingly positive. Many expressed appreciations for the practical demonstrations, which helped demystify complex features and make them more accessible. Staff members particularly valued the hands-on approach, which allowed them to experiment with the tools in real-time under the guidance of the facilitator.



Feedback from participants indicated a high level of satisfaction with the seminar:

1. "The seminar was incredibly informative. I feel much more confident in using Google Sheets and Docs in my daily tasks."
2. "The demonstrations were very helpful, especially seeing how collaboration works in real-time. It's going to revolutionize how we work as a team."
3. "I appreciated the focus on practical applications rather than just theory. It made the learning experience much more engaging."

**Conclusion:**

In conclusion, the seminar on the Usage of Google Sheets and Docs was highly successful in achieving its objectives. Administrative staff members left the session with a deeper understanding of these tools and a renewed sense of confidence in their ability to utilize them effectively.