



**SHREE L. R. TIWARI
DEGREE COLLEGE**

(Approved by Government of Maharashtra & Affiliated to University of Mumbai)

INTERNAL QUALITY ASSURANCE CELL

ORGANISES'

TRAINING PROGRAM ON G-SUIT



WE WHOLE HEARTEDLY INVITE TO ALL OUR NON-TEACHING STAFF



Day Wise Training :

- Day 1: Basics of Gmail, Google Drive, Google Docs and Google Forms
- Day 2: Google Sheet
- Day 3: Google Slides
- Day 4: Mastering Google Slides
- Day 5: Mastering Google Forms
- Day 6: Productivity Tips and Tricks on G-Suit

TRAINING WILL BE HELD ON :

7th - 13th December 2021



10:30 AM TO 12:30 PM

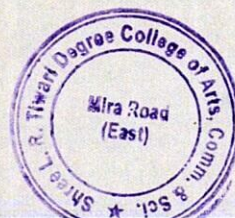


**401 IT Lab, New Building
Shree L. R. Tiwari College
Campus**



**RESOURCE PERSON:-
ASST. PROF RUTIKA MALIK**

**DR. DEEPTI SADVELKAR
IQAC COORDINATOR**



Sanjay Mishra

**DR. SANJAY MISHRA
I/C PRINCIPAL**



SHREE L. R. TIWARI DEGREE COLLEGE

(Arts | Commerce | Science)

Approved by Government of Maharashtra & Affiliated to University of Mumbai

One-Week Training Programme

7th December 2021 to 13th December, 2021

G-suit

Organized By

IQAC of Shree LR Tiwari Degree College of Arts, Commerce & Science

Resource Person: Asst. Prof. Rutika Malik

Time: 10.30 AM TO 12.30 PM

Participants: 12

About G Suit: Google Suit is a suite of cloud computing, productivity, and collaboration tools developed by Google. It includes various applications and services designed for businesses, educational institutions, and individuals. As of my last knowledge update in January 2022, Google rebranded G Suite to Google Workspace to better reflect its evolving nature.

Key components of Google Suit include:

Gmail: Email service with custom domain addresses.

Google Drive: Cloud storage for files and collaboration on documents, spreadsheets, and presentations.

Google Docs, Sheets, and Slides: Online office suite for word processing, spreadsheets, and presentations.

Google Calendar: Calendar application for scheduling and organizing events. **Google Meet:** Video conferencing and communication platform.

Google Forms: Tool for creating surveys and forms.

Google Sites: Platform for building internal websites.

Google Chat: Messaging platform for team communication.

Google Keep: Note-taking and organization tool.

Google Jam board: Digital whiteboard for collaborative brainstorming.

Google Suit is known for its cloud-based nature, real-time collaboration features, and the seamless integration of its various applications. It is widely used by businesses and organizations for communication, document collaboration, and project management.



Day 01: 7th December 2021:

Days Training Program Report on G-Suite

Day 1: Basics of Gmail, Google Drive, Docs, and Google Forms

Overview:

The first day of the G-Suite training program focused on establishing a foundational understanding of essential tools. Participants were introduced to Gmail for effective communication, Google Drive for document storage and collaboration, Google Docs for creating and editing documents, and Google Forms for creating surveys and quizzes.

Highlights:

Gmail basics: Email composition, organization, and customization.

Google Drive fundamentals: Uploading, sharing, and organizing documents.

Google Docs: Document creation, editing, and collaboration features.

Google Forms: Creating simple surveys and quizzes.

Day 02: 08th December 2021:

Overview: Day 2 delved into Google Sheets, emphasizing its role in data analysis, manipulation, and visualization. Participants learned how to create, format, and analyze data using various functions and features in Google Sheets.

Highlights:

Introduction to Google Sheets interface and basic spreadsheet concepts.

Data entry, formatting, and cell manipulation.

Formulas and functions for data analysis.

Collaborative editing and sharing in Google Sheets.

Day 03: 09th December 2021:

Overview: On the third day, participants explored Google Slides to create dynamic and engaging presentations. The session covered the basics of slide creation, formatting, and collaboration features.

Highlights:

Creating and formatting slides in Google Slides.

Adding text, images, and multimedia elements.

Collaborative editing and real-time feedback.

Day 04: 10th December 2021:

Overview: Building on the previous day's knowledge, Day 4 focused on advanced features and techniques to enhance presentation skills using Google Slides.

Highlights:

Advanced formatting options for slides.

Custom animations and transitions.

Master slides for a consistent design.

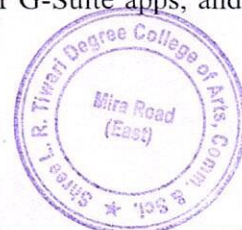
Tips for delivering effective presentations.

Day 05: 11th December 2021:

Overview:

The fifth day circled back to Google Forms, delving deeper into its capabilities. Participants learned to create more complex forms, integrate them with other G-Suite apps, and analyse collected data.

Highlights:



Advanced form creation with branching and logic.
Integrating Google Forms with Google Sheets for data analysis.
Using add-ons for enhanced functionality.

Day 06: 12th December 2021: Overview:

The final day focused on productivity hacks and best practices across the G-Suite ecosystem. Participants learned time-saving tips and advanced techniques to maximize efficiency.

Highlights:

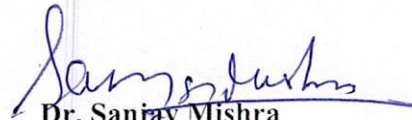
Keyboard shortcuts and time-saving features.
Integrating G-Suite apps for a seamless workflow.
Collaboration best practices.
Customization options for personalization.

Conclusion:

The week-long G-Suite training program equipped participants with a comprehensive understanding of key tools and advanced features. Participants are now better prepared to leverage G-Suite for improved productivity and collaboration in their professional roles. Ongoing support and resources were provided for continued learning and application in real-world scenarios. The final Vote of thanks was delivered by Mrs. Poonam Singh and certificates were distributed to all the participants.



Dr. Deepti Sadvelkar



Dr. Sanjay Mishra

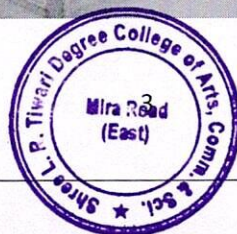
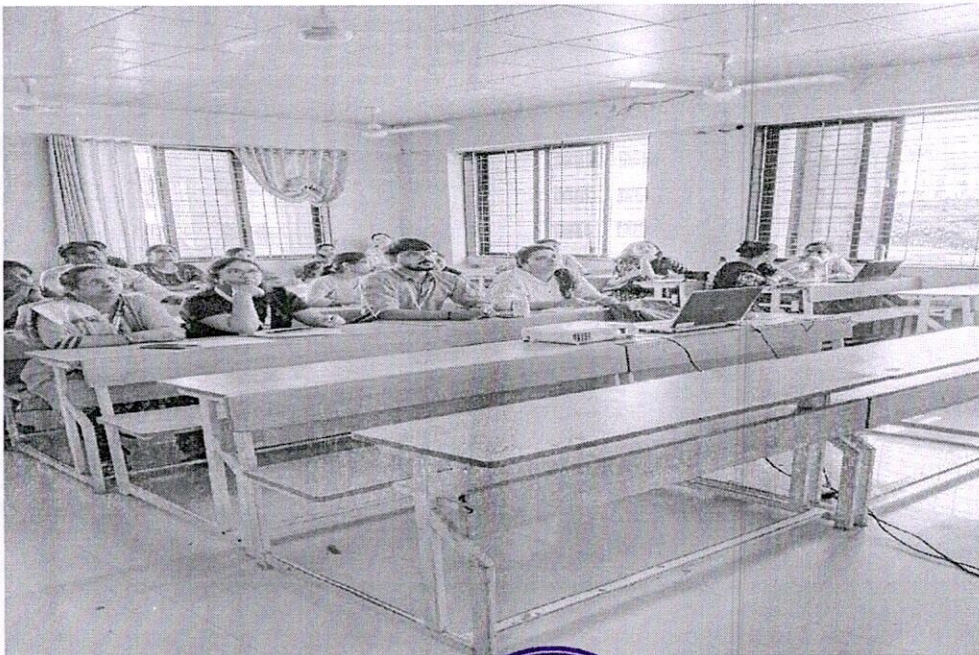
IQAC Coordinator

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (E).
Dist. Thane - 401107, Maharashtra



I/C Principal

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.
Kanakia Park, Mira Road (East),
Dist. Thane - 401107, Maharashtra





SHREE L. R. TIWARI DEGREE COLLEGE

(Arts | Commerce | Science)

Approved by Government of Maharashtra & Affiliated to University of Mumbai

Attendance Sheet of Training program on G Suit Organized by IQAC

Date: 7th Dec. To 13th Dec.

Sr no	Name of Participants	7 th Dec.	8 th Dec.	9 th Dec.	10 th Dec.	11 th Dec.	13 th Dec.
1	Mr. Nitin Yadav	<u>Nitin</u>	<u>Nitin</u>	<u>Nitin</u>	<u>Nitin</u>	<u>Nitin</u>	<u>Nitin</u>
2	Ms. Lenita Mascarenhas	<u>Lenita</u>	<u>Lenita</u>	<u>Lenita</u>	<u>Lenita</u>	<u>Lenita</u>	<u>Lenita</u>
3	Ms. Riddhi Ambre	<u>Riddhi</u>	<u>Riddhi</u>	<u>Riddhi</u>	<u>Riddhi</u>	<u>Riddhi</u>	<u>Riddhi</u>
4	Mr. Yogesh Dubey	<u>Yogesh</u>	<u>Yogesh</u>	<u>Yogesh</u>	<u>Yogesh</u>	<u>Yogesh</u>	<u>Yogesh</u>
5	Mr. Yash Tendulkar	<u>Yash.T.</u>	<u>Yash.T.</u>	<u>Yash.T.</u>	<u>Yash.T.</u>	<u>Yash.T.</u>	<u>Yash.T.</u>
6	Ms. Purnam Singh	<u>Purnam</u>	<u>Purnam</u>	<u>Purnam</u>	<u>Purnam</u>	<u>Purnam</u>	<u>Purnam</u>
7	Mr. Vaibhav Chauhan	<u>Vaibhav</u>	<u>Vaibhav</u>	<u>Vaibhav</u>	<u>Vaibhav</u>	<u>Vaibhav</u>	<u>Vaibhav</u>
8	Ms. Hemlata Patil	<u>Hemlata</u>	<u>Hemlata</u>	<u>Hemlata</u>	<u>Hemlata</u>	<u>Hemlata</u>	<u>Hemlata</u>
9	Mr. Vivek Solanki	<u>Vivek</u>	<u>Vivek</u>	<u>Vivek</u>	<u>Vivek</u>	<u>Vivek</u>	<u>Vivek</u>
10	Ms. Sarita Shivan	<u>Sarita</u>	<u>Sarita</u>	<u>Sarita</u>	<u>Sarita</u>	<u>Sarita</u>	<u>Sarita</u>
11	Mr. Mahadev Khandav	<u>Mahadev</u>	<u>Mahadev</u>	<u>Mahadev</u>	<u>Mahadev</u>	<u>Mahadev</u>	<u>Mahadev</u>
12	Mr. Asif Khan	<u>Asif</u>	<u>Asif</u>	<u>Asif</u>	<u>Asif</u>	<u>Asif</u>	<u>Asif</u>
13							
14							

