



## MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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### Session on “EFFECTIVELY USING GOOGLE DRIVE”

**May 13, 2021**

The Department of Business Administration, Maharaja Agrasen Institute of Management Studies, organized a webinar on "Effectively Using Google Drive" in Maharaja Agrasen Institute of Management Studies, New Delhi on 13<sup>th</sup> May 2021. The session focused on educating students about how to effectively use google drive. In total 70 students attended the session. It was a great learning experience for students.

Ms. Neetu Aggarwal, Assistant Professor, Department of Business Administration, MAIMS interacted with the students and gave students information on how one can effectively use google drive. She explained various uses of google drive like: Upload files and folders to google drive, work with office files, create, edit, and format google docs, sheets, and slides.

She taught students how to use google drive. She told students that Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more.

On the behalf of Maharaja Agrasen Institute of Management Studies Ms. Shikha Sharma, Assistant Professor, Department of Business Administration, (MAIMS) presented a memento to Ms. Neetu Aggarwal, Assistant Professor, Department of Business Administration, MAIMS as a token of gratitude.

The session was very successful. The students showed great interest in the seminar. It was enlightening and informative for the students.

REC You are presenting

The image shows a Zoom meeting interface. On the left, a video feed shows a woman with glasses and a yellow top presenting. The top of the window displays 'REC' and 'You are presenting'. On the right, a sidebar shows the meeting ID 'a6h5zc4m6x', a 'Chat' button, and controls for 'All muted', 'Add people', and 'Host controls'. Below these are 'IN CALL' controls and a list of participants: Neetu Agarwal (You), Neetu Agarwal (Your presentation), AMARDEEP CHOUDHA..., ANU -, ARYAMAN TOMAR, BHAVESH BANSAL, DISHA SHARMA, and Dishika Aggarwal. At the bottom, there are icons for microphone, video, screen share, and a checkmark. A 'Raise hand' button and 'You are presenting' status are also visible.

a6h5zc4m6x

Chat

All muted Add people Host controls

IN CALL

- Neetu Agarwal (You)
- Neetu Agarwal (Your presentation)
- AMARDEEP CHOUDHA...
- ANU -
- ARYAMAN TOMAR
- BHAVESH BANSAL
- DISHA SHARMA
- Dishika Aggarwal

Microphone Video Screen Share Checkmark

Raise hand You are presenting

REC You are presenting

This image is similar to the one above, showing the same Zoom meeting interface. The woman in the video feed is now speaking, with her mouth open. The participant list on the right is updated, showing 'Dishika Aggarwal' with a blue icon and 'DIVYAM BANSAL' at the bottom. The 'Raise hand' button is now disabled. The rest of the interface, including the meeting ID 'a6h5zc4m6x' and the 'You are presenting' status, remains the same.

a6h5zc4m6x

Chat

All muted Add people Host controls

IN CALL

- Neetu Agarwal (You)
- Neetu Agarwal (Your presentation)
- AMARDEEP CHOUDHA...
- ANU -
- ARYAMAN TOMAR
- BHAVESH BANSAL
- DISHA SHARMA
- Dishika Aggarwal
- DIVYAM BANSAL

Microphone Video Screen Share Checkmark

Raise hand You are presenting