



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical
Education Society) Affiliated to GGSIP
University; Recognized u/s 2(f) of UGC
NAAC Accredited with Grade "A++"
Recognized by Bar Council of India; ISO 9001: 2015
Certified Institution Maharaja Agrasen Chowk, Sector 22,
Rohini, Delhi - 110086, INDIA Tel. Office: 8448186947,
8448186950 - www.maims.ac.in

DEPARTMENT OF COMMERCE

Email: hodcommerce@maims.ac.in

Prof. (Dr.) Manju Gupta

Ph:9811871455

Head, Department of Commerce

Monday, 16TH February, 2026

"From Basics to Brilliance": 7 Day Hands-On Training Workshop/FDP

Academic Year: 2025-26

Name of event: "From Basics to Brilliance": 7 Day Hands-On Training Workshop/FDP

Organized by: Department of Commerce, MAIMS in Collaboration with PGDAV
College (Evening), DU

Date: 10th February 2026 – 16th February 2026

Time: 2 pm – 3 pm

Mode: Hybrid

Location: Room No. 977, 7th Floor, MAIMS

Objectives of the session:

- To develop students' practical skills in using Google tools for academic and professional productivity.
- To enable effective collaboration and information management through cloud-based Google applications.

- To enhance students' digital readiness for research, communication, and workplace requirements.

Number of Students Participated: 39

A seven-day workshop titled “From Basics to Brilliance: 7 Day Workshop on Google Tools” was successfully conducted for undergraduate students to enhance their digital literacy and productivity skills. The workshop aimed to provide hands-on training in essential Google applications and equip students with practical knowledge relevant to academics, research, and professional growth.

The workshop commenced with an introductory session highlighting the importance of digital tools in today's academic and professional environment. Over the course of seven days, students were introduced to various applications including Google Docs, Google Sheets, Google Slides, Google Forms, Google Drive, Gmail, and Google Meet. Each session combined theoretical explanations with live demonstrations and practical assignments to ensure active participation and better understanding.

The workshop covered topics such as document formatting and collaboration in Google Docs, data management and basic formulas in Google Sheets, creating impactful presentations using Google Slides, designing surveys and quizzes through Google Forms, effective file organization in Google Drive, professional email writing using Gmail, and conducting virtual meetings via Google Meet. Special emphasis was placed on collaborative features, cloud storage benefits, and time-saving shortcuts.

Interactive activities, daily assignments, and doubt-clearing sessions were conducted to reinforce learning outcomes. Participants were also encouraged to complete practical tasks and mini-projects that integrated multiple tools, thereby enhancing their confidence and technical proficiency.

On the final day, a comprehensive assessment was conducted to evaluate the participants' knowledge and skills. Certificates were issued to all participants based on their attendance and performance in the test. The distribution of certificates marked the successful completion of the workshop and motivated students to apply the learned tools in their academic and professional pursuits.

The workshop concluded with positive feedback from the participants, who appreciated the structured content, practical exposure, and interactive teaching methodology. Overall, the event proved to be highly beneficial in bridging the gap between basic digital knowledge and advanced application skills, truly living up to its title, “From Basics to Brilliance.”

GLIMSES OF THE WORKSHOP



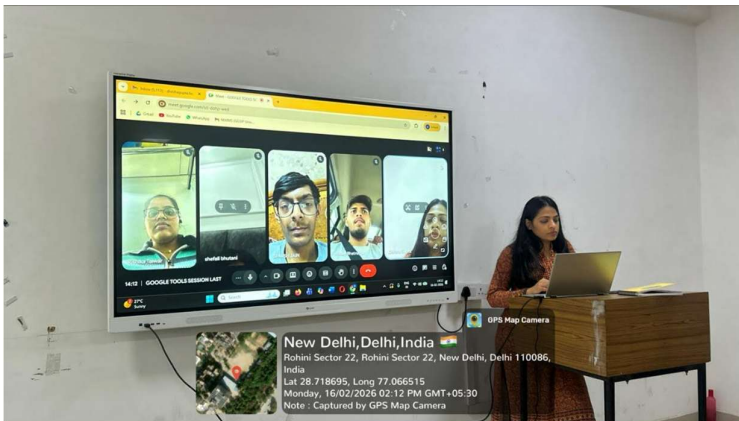
THE RESOURCE PERSON DELIVERING THE LECTURE ON GOOGLE TOOLS



RESOURCE PERSON PROVIDING HANDS-ON TRAINING ON GOOGLE FORMS



STUDENTS DOING AND CREATING GOOGLE FORMS



GLIMSES OF THE STUDENTS WHILE FILLING FEEDBACK FORM