



## **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](http://www.maims.ac.in)

### **DEPARTMENT OF COMMERCE**

**Email:** [hodcommerce@maims.ac.in](mailto:hodcommerce@maims.ac.in)

**Prof. (Dr.) Manju Gupta**

**Ph:**9811871455

**Head, Department of Commerce**

September 15<sup>TH</sup>, 2026

### **Session on** **"BOOST YOUR PRODUCTIVITY USING GOOGLE TOOLS"**

#### **Academic Year: 2026-27**

**Name of event:** A session on "Boost Your Productivity Using Google Tools"

**Organized by:**

Ms Divisha Gupta, Assistant Professor

**Date of the Event:** 15<sup>th</sup> September, 2026;

**Time of the Event:** 1:00 pm – 2:00 pm

**Mode:** Offline

**Location:** 8<sup>th</sup> Floor, Computer Lab, 9<sup>th</sup> Block, MAIMS

**Number of Students Participated:** 40

## **BOOST YOUR PRODUCTIVITY USING GOOGLE TOOLS**

A skill-development session titled “**Boost Your Productivity Using Google Tools**” was organised by the Department of Commerce under the aegis of IQAC, to enhance the digital productivity skills of students and familiarise them with various Google tools that can be effectively used for academic, professional, and personal purposes.

In today's technology-driven environment, digital proficiency has become an essential skill for students. Google provides a wide range of productivity tools that facilitate communication, collaboration, information management, document creation, data analysis, presentations, scheduling, and online storage. The session was designed to provide students with practical knowledge of these tools and demonstrate how they can be integrated into their daily academic activities.

The session focused on the practical application of Google tools for improving productivity. The resource person/facilitator explained how students can use different applications to save time, organise information, collaborate with peers, complete assignments, prepare presentations, collect data, and manage their schedules.

The session adopted a practical and interactive approach. Along with conceptual explanations, demonstrations were provided to enable students to understand the functionality of various Google tools. Students were encouraged to explore the applications themselves and understand how these tools could be incorporated into their regular academic work.

### **Major Google Tools Covered**

#### **Google Drive**

Google Drive was introduced as a cloud-based platform for storing, organising, accessing, and sharing files. Students were shown how folders can be created to organise academic material systematically and how documents can be accessed from different devices.

The importance of cloud storage, file sharing, access permissions, and collaborative working was also discussed.

#### **Google Docs**

Google Docs was demonstrated as an effective tool for preparing assignments, reports, projects, and other academic documents. Students were introduced to features such as:

- Online document creation and editing
- Real-time collaboration
- Commenting and suggesting
- Document sharing
- Version history
- Voice typing
- Formatting and editing tools

The session highlighted how multiple students can work on the same document simultaneously without the need to exchange multiple versions of a file.

#### **Google Sheets**

Google Sheets was discussed as a useful tool for organising and analysing data. Students were introduced to basic spreadsheet functions and their applications in academic and professional work.

The session covered areas such as:

- Data entry and organisation
- Basic formulas and functions

- Tables
- Sorting and filtering
- Data analysis
- Charts and graphical presentation
- Collaborative editing

Students were encouraged to use spreadsheets for maintaining records, analysing survey responses, preparing budgets, and managing data.

### **Google Slides**

Google Slides was introduced as a tool for creating effective digital presentations. Students were shown how to design presentations, insert images and other multimedia elements, collaborate with team members, and present information in a structured manner.

The session emphasised the importance of clear presentation design, appropriate visual elements, concise content, and effective communication.

### **Google Forms**

Google Forms was presented as a convenient tool for collecting information and conducting surveys. Students learned how forms can be used for:

- Conducting surveys
- Collecting feedback
- Registration
- Quizzes
- Academic research
- Collecting responses

The connection between Google Forms and Google Sheets was also explained, highlighting how collected responses can be automatically organised for further analysis.

### **Google Calendar**

Google Calendar was introduced as a useful productivity and time-management tool. Students were shown how they can schedule classes, examinations, meetings, assignments, deadlines, and other important activities.

The use of reminders and digital scheduling was highlighted as an effective way of avoiding missed deadlines and improving time management.

The session enabled participants to gain practical knowledge of various Google productivity tools. By the end of the session, students were able to:

- Understand the purpose and applications of major Google productivity tools.
- Create and manage files using Google Drive.
- Prepare and collaboratively edit documents using Google Docs.
- Organise and analyse information using Google Sheets.
- Develop professional presentations using Google Slides.
- Create online surveys and feedback forms using Google Forms.
- Organise schedules and academic commitments using Google Calendar.
- Understand the importance of cloud-based collaboration.
- Improve their digital organisation and time-management skills.
- Apply Google tools to academic projects, assignments, research, and group activities.

The session incorporated an interactive learning approach in which students were encouraged to participate actively and explore the tools being demonstrated. Practical examples were used to explain how the applications could solve common academic and organisational challenges.

Participants were also encouraged to ask questions and clarify their doubts regarding the use of different Google tools. The interactive nature of the session helped students understand the practical relevance of digital productivity applications beyond theoretical knowledge.

The session received a positive response from the participants. Students demonstrated interest in learning about the practical applications of Google tools and actively engaged with the concepts discussed during the session.

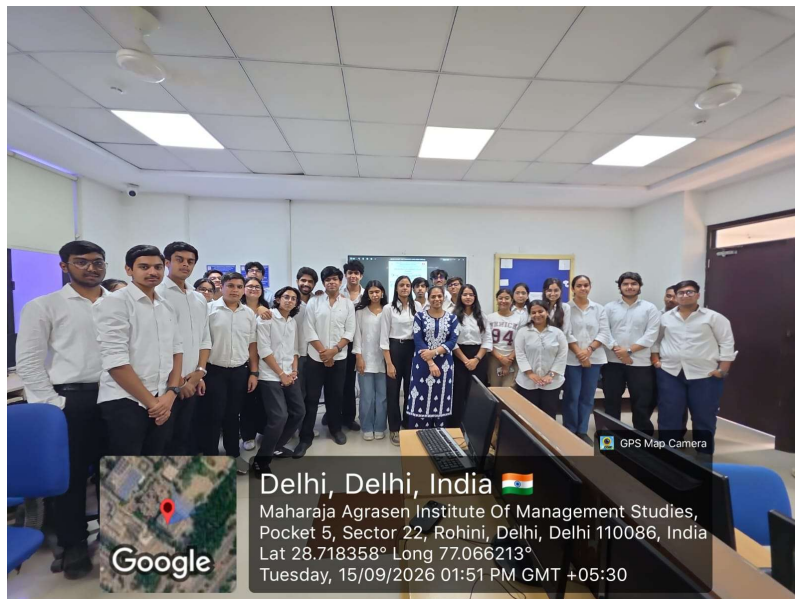
The programme successfully highlighted the role of digital tools in improving efficiency, collaboration, communication, and time management. It also encouraged students to move towards more organised and technology-enabled methods of academic and professional work.

The session on **“Boost Your Productivity Using Google Tools”** was a valuable initiative aimed at strengthening students' digital competencies and productivity skills. Through demonstrations and interactive learning, participants gained an understanding of how Google tools can be used to simplify everyday tasks and improve academic performance.

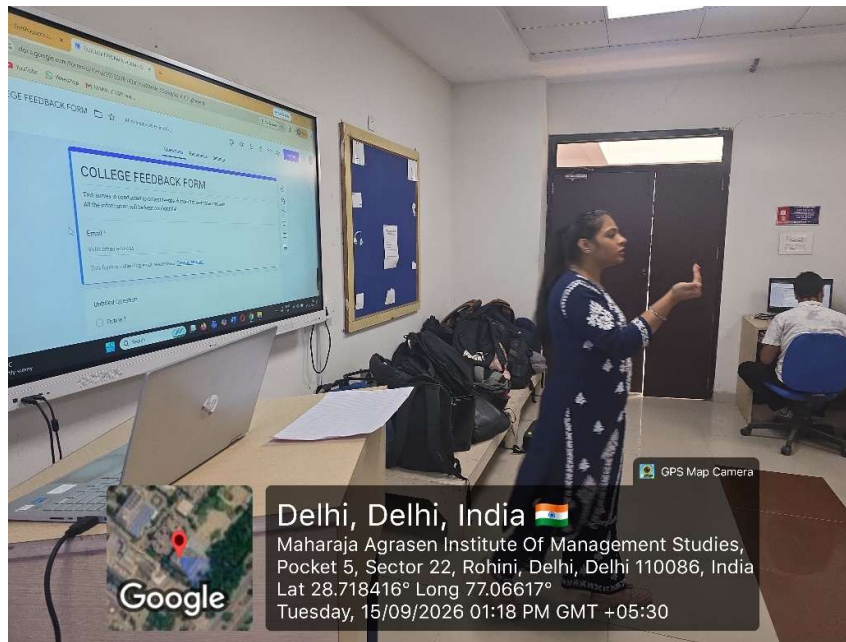
The session reinforced the importance of developing digital skills among students and encouraged them to make effective use of technology for learning, collaboration, research, communication, and professional development.

Overall, the programme successfully achieved its objective of creating awareness about Google productivity tools and empowering students to use technology more effectively in their academic and professional lives.

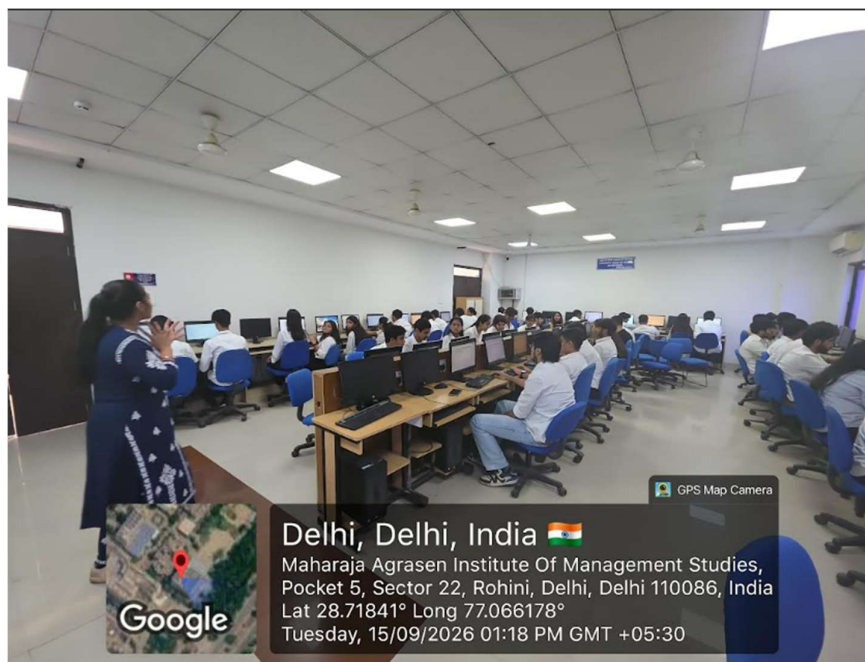
#### Glimpses of the session



*Group photo taken with the resource person, Ms. Divisha Gupta, Assistant Professor, MAIMS*



*Resource person giving the session*



*Students doing hands-on practice*