ST. BRITTO'S COLLEGE

CHENNAI

FACULTY DEVELOPMENT PROGRAM

Session of Faculty Development programme was headed by Mrs. G. Kanimozhi, Assistant professor, Department of Computer Applications on 30.09.2016 about "KNOWN THE UNKNOWN FACTS".

The session was about the unknown facts of windows operating system which is useful in day-to-day life.

Windows OS includes,

- Creation of User Account
- Disk partitioning
- Removal of Temporary Files
- Removal of shortcut keys in Pen drive
- Password Protection for Ms Office Documents
- Shortcut Keys
- Conversion of PPT to DOC

The staff were engaged with practical training on the above concepts and accessed by their usage.