

## SKILL DEVELOPMENT PROGRAMME 2024-25

Date: August 2024

Unit	Bal Bharati Public School, Navi Mumbai
Department	Computer
Class	5
Name of the Programme	Coding is Fun
In House / Outsourced (Name of the Guest lecturer, if outsourced)	In House
Teacher In charge	Ms. Nisha Iyer
Fee charged (if any)	-
Within school hours / After school hours	Yes
Duration of the programme	1 hr
Learning Outcomes achieved	Coding in scratch 3.0 for making stories and animated shapes.
Certification proposed (If any)	-
Name of the overall In-charge of the programme	Ms. Beena Bisht
Contact details	9757409542

### Brief Report about the programme/workshop/activity (write up):

Scratch 3.0 is fun programming software that is used to develop the logical skill among students. It is an interactive s/w enabling students to create different shapes using various types of blocks. Apart from creating animated shapes, students learn how to use mathematical blocks to perform mathematical operations.



*Aruna*  
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## SKILL DEVELOPMENT PROGRAMME 2024-25

Date: August 2024

Unit	Bal Bharati Public School, Navi Mumbai
Department	Computer
Class	3 & 4
Name of the Programme	MS Word – Editing and Formatting (Text and Tables)
In House / Outsourced (Name of the Guest lecturer, if outsourced)	In House
Teacher In charge	Ms. Nisha Iyer
Fee charged (if any)	-
Within school hours / After school hours	Yes
Duration of the programme	1 hr
Learning Outcomes achieved	Editing and Formatting options in MS Word. Creation of Tables and applying all formatting options related to Tables
Certification proposed (If any)	-
Name of the overall In-charge of the programme	Ms. Beena Bisht
Contact details	9757409542

### Brief Report about the programme/workshop/activity (write up):

The purpose of the workshop was to enhance the digital writing and formatting skills in MS Word application. Students learnt to create a document in MS word and applying various formatting options like changing font size, drop cap, font color, alignments etc. to make the document more presentable and readable. Apart from text writing a new feature in word called Tables were used to organize information in the form of rows and columns. Various formatting options related to tables like Merge, Split cells, giving design to the table, applying Borders and shading were used.



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