



BON SECOURS ARTS AND SCIENCE COLLEGE FOR WOMEN

(Affiliated to Mother Teresa University, Kodaikanal)

Madurai Road, Begampur Post, Dindigul – 624 002.

DEPARTMENT OF COMPUTER APPLICATIONS

BRIDGE COURSE - REPORT

OFFICE AUTOMATION & DESIGNING TOOLS

Objective:

- To familiarize first-year students with the fundamentals of Office Automation and Designing Tools.
- To develop practical skills in creating documents, spreadsheets, presentations, and digital designs.
- To enhance students' digital literacy, creativity, and productivity for academic and professional applications.
- To bridge the gap between school-level computer knowledge and the technical requirements of higher education.

Report:

The Department of Computer Applications successfully organized a Bridge Course on "**Office Automation & Designing Tools**" for first-year students on 1, July 2026 to 3, July 2026 nearly 176 students. The bridge course was handled by Mrs. H.Gayathri, Assistant Professor of Computer Applications. Mrs. K.T. Kasthoori Priya, Assistant Professor of Computer Science. The sessions that combined theoretical concepts with practical demonstrations, ensuring that students gained hands-on experience with various tools. On 1st July, the first session was attended by I B.A. Tamil, I B.A. English, I B.A. History, I B.Sc. Mathematics, and I B.B.A. students. The second session was attended by I B.Com and I B.Sc. Chemistry students, and the third session was attended by I B.Com. (CA) students. On 2nd July, the first session was conducted for I B.Com. (CA) students, the second session for I B.Com. and I B.Sc. Chemistry students, and the third session for I B.A. Tamil, I B.A. English, I B.A. History, I B.Sc. Mathematics, and I B.B.A. students. On 3rd July, the first session was attended by I B.A. Tamil, I B.A. English, I B.A. History, I B.Sc. Mathematics, and I B.B.A. students. The second session was attended by I B.Com and I B.Sc. Chemistry students, and the third session was attended by I B.Com. (CA) students. The program was conducted successfully, and all the participants actively took part in the training sessions.

The **MS Word** session introduced students to the fundamentals of document creation and editing. They learned how to create professional documents, apply text formatting, use page layouts, insert tables, pictures, shapes, headers, footers, page numbers, and hyperlinks. Students also practiced creating resumes, reports, letters, notices, and assignments using various formatting features. They were introduced to spell check, grammar check, templates, mail merge, and printing options to improve document quality and productivity.

The **MS PowerPoint** session focused on creating effective and visually appealing presentations. Students learned how to design presentation slides using themes, layouts, SmartArt, images, icons, tables, charts, audio, and video. They also practiced applying slide transitions, animations, speaker notes, and presentation delivery techniques. Emphasis was given to creating engaging presentations for seminars, classroom activities, and project demonstrations.

The program adopted a practical learning approach, where each concept was demonstrated and followed by hands-on activities. Students actively participated in the laboratory sessions, completed practice assignments, and clarified their doubts through interactive discussions. The training enhanced their confidence in using Office Automation tools and digital designing software for academic projects, presentations, documentation, and future employment.

The **Department of Computer Applications** continues to take initiatives to organize such skill-oriented programs, fostering technological proficiency and supporting the holistic development of students.

Outcome:

- Enhanced students' knowledge of Office Automation and Designing Tools.
- Improved practical skills through hands-on training.
- Increased confidence in using MS Office applications and designing software.
- Developed creativity through design-based activities.
- Improved document creation, formatting, spreadsheet, and presentation skills.
- Prepared students for academic assignments and project work.

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