

Day 8 (3.08.2020)

Podcasting

(Dr. Ritu Mago)

A podcast is an episodic series of spoken word digital audio files that a user can download to a personal device for easy listening. Streaming applications and podcasting services provide a convenient, integrated way to manage a personal consumption queue across many podcast sources and playback devices.

Brochure Making using MS-Word

(Ms. Shivani Sharma)

A brochure is an informative paper document. These days we are using e-brochures which is digital version of the brochure. There are lots of softwares which can be used to make e-brochures like Corel Draw, Photoshop, etc. But we can make a simple brochure via using MS-Word too.

Mind Mapping

(Dr. Seema Sareen)

A mind map is a graphical way to represent ideas and concepts. It is a visual thinking tool that helps structuring information, helping you to better analyze, comprehend, synthesize, recall and generate new ideas. A mind map is a diagram that displays information visually. The subject of a mind map is always located in the centre of the map. From there related ideas and keywords branch out in all directions resulting in a radiant structure. One of the very popular software to create mind maps is Mind master software from Edrawsoft.com. The software is very user friendly and easy to use. Hand on with this tool are provided in this session. The link for Mind master software is

<https://www.edrawsoft.com/mindmaster/>