Fr. Biju, Department Of Media Studies, Christ University, addressed the postgraduate students of Sociology on Thursday, July 5, 2012. The focal point of this guest lecture was on how technology can be used in academia. He used Microsoft Power Point as an example, which was also a step towards enhancing employability skills.

As a part of his lecture, Dr. Biju demonstrated the use of MS Word and MS Power point in making professional presentations. He used various techniques and demonstrated a wide range of short-cut keys to show how working on various assignments and documents can be made easier. He also gave a demo on how to convert Word Documents, using the features available within it, to Power Point Presentations. Within power point, he also showed various techniques of animation to make the presentation more attractive.

He spoke extensively on the use of email, and Gmail in particular, as a way to enhance collaboration and to work effectively and efficiently in teams. He also used Prezi as a method of presentation. All these tools and techniques presented in his engaging lecture will be helpful for the students in their academic careers and elsewhere.

*Navendu Rashmi*

*Suparna M Kar*