

A Report on Group Discussion

B.Ed. 2024-26 Batch, Semester-I (Section -A)

Date- 9th September, 2024

Course Title- Critical Understanding of ICT

Course Code- BED 109

Unit I- ICT: Connecting with World

Topic- Features and Educational Applications of Microsoft Office

Faculty- Ms. Anuradha Daheriya, Assistant Professor

Institute of Vocational Studies (GGSIPU), New Delhi

Introduction:

On 9th September, 2024 (Monday), a group discussion session was conducted for the B.Ed. 1st Semester students of Section-A, under the course Critical Understanding of ICT. The discussion centered on the topic **“Features and Educational Applications of Microsoft Office.”**

The primary objective of the session was to enhance students’ knowledge of Microsoft Office applications and to explore their utility in the field of education. The activity was conducted under the guidance of Ms. Anuradha Daheriya.

Methodology:

The class was divided into **six groups: A, B, C, D, E, and F.** Each group was assigned a specific subtopic related to Microsoft Office applications such as-

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher

At the beginning of the session, clear instructions were provided to ensure that students could follow the discussion process systematically.

Observations:

- **Active Participation-** The learners actively engaged in the group discussion, demonstrating curiosity and interest in the subject matter.



- **Collaborative Learning-** The group division enabled each student to contribute meaningfully and learn from peers.
- **Guidance and Support-** The faculty provided necessary guidance whenever required, which helped maintain the flow of discussion.
- **Learning Outcomes-** Each group highlighted key features of their assigned application and discussed its relevance and applications in the educational field.

Conclusion:

The session concluded with student presentations, where each group summarized their findings. The activity successfully promoted collaborative learning, critical thinking, and practical understanding of ICT tools. The group discussion method proved to be an effective teaching strategy, as it **ensured the active involvement of all learners** and fostered a **deeper understanding of the applications of Microsoft Office in the educational field.**

